



JOB DESCRIPTION

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| Employer: | ADRA Lao PDR |
| Position: | Logistics/Driver Assistant |
| Reports to: | INHIM Project Manager |
| Project: | Integrated Nutrition and Health Initiative for Mokmai Project (INHIM) |
| Location: | Mokmai District, Xiengkhouang Province |
| Remuneration: | Determined based on qualifications & experience |
| Term of contract: | From signing the contract to 31 December 2025, with possible extension based on performance till end of project . |
| Expected Travel: | Travel to the field required. |
| Work Hours: | Monday–Thursday 8am–5:30pm, Friday 8am to 12pm – extended hours may be required. |
| Requirements: | Minimum five years’ experience as a licensed driver and logistics assistant |

Position Summary

The Logistics Assistant/Driver performs a variety of logistical and transportation functions which support the smooth operations of the INHIM project.

Core Competencies

WORKING WITH PEOPLE

Shows respect for the views and contributions of other team members; shows empathy and compassion; listens, supports and cares for others; consults others and shares information and expertise with them; builds team spirit and reconciles conflict; adapts to the team and fits in well.

RELATING AND NETWORKING

Establishes good relationships with individuals both internally and externally; relates well to people at all levels; builds wide and effective networks of contacts; uses humor appropriately to bring warmth to relationships with others.

PLANNING AND ORGANISING

Sets clearly defined objectives; plans activities and projects well in advance and takes account of possible changing circumstances; identifies and organises resources needed to accomplish tasks; manages time effectively; monitors performance against deadlines and milestones.

ADAPTING AND RESPONDING TO CHANGE

Adapts to changing circumstances; tolerates ambiguity; accepts new ideas and change initiatives; adapts interpersonal style to suit different people or situations; shows an interest in new experiences.

Position Outcomes

1. INHIM logistics and transportation needs are efficiently managed according to ADRA National Procedures and Procurement Policy.
2. Project vehicles are clean, maintained, and always secured.
3. ADRA office equipment, and office and grounds are always well maintained.

Operational Process Roles

The designated Logistics Assistant/Driver will:

- Demonstrate a high level of safe driving at all times, ADRA has a zero-tolerance policy on the consumption of alcohol or illegal substances while driving project vehicles which is prohibited
- Provide transportation services for the collection and delivery of documents, materials, equipment or people as needed
- Clean and maintain all project vehicles and ensure vehicles have sufficient fuel at all times
- Keep an accurate vehicle mileage record book every time the project vehicles are used
- Keep accurate maintenance logbooks and ensure all repairs, maintenance, and expenditure are pre-approved and follow National office policies and procedures
- Assist National office with the renewal of project vehicle registrations and insurance and keep a copy of documents in each vehicle, with originals being held at National office
- Contact National office and insurance company in the event of an accident, lodge a claim with insurance company and arrange for vehicle repairs
- Obtain quotations and procure equipment and materials as assigned by the project office and follow National office procurement procedures
- Coordinate office equipment and office and grounds maintenance and repairs are undertaken timely and keep office storage spaces clean and tidy
- Pay bills as assigned by the project office and assist with banking duties including withdrawing and depositing funds and requesting bank statements
- Assist the project team to review and update the inventory list annually
- Assist project team with work related tasks upon request.

Compliance Expectations

The employee is expected, as a minimum requirement, to be familiar with:

- ADRA Lao HR Manual
- ADRA Lao Finance Policies and Procedures Manual (project related sections)
- ADRA Lao National Emergency Management Plan and Safety and Security Plan
- ADRA Lao Code of Ethics and Code of Conduct.

Key Selection Criteria

- Minimum 5 years' experience as a licensed driver and logistics assistant
- Experience in planning and prioritizing work and completing it on time
- Excellent communication skills and maintains good public relations with all stakeholders (beneficiaries, partners, contractors, suppliers)
- Professional, trustworthy, cooperative, punctual and has a willing attitude to help the team and project succeed
- Computer skills highly regarded
- Candidates living in Xiengkhouang are preferred.