

Job Vacancy Driver

The role of the MSIC **driver** is to be part of a team that provides quality Sexual and reproductive health care for the clients and to work under the philosophy of MSI. The Driver will uphold the fundamental right of individuals and couples to decide freely and without coercion the number and spacing of their children and their right to obtain both the information and means to do so.

Job Title:	Location:	Reporting to:	Probationary Period:
Driver	Phnom Penh (regular travel outside PP)	Head of Support Service	3 months

Marie Stopes International is a global organisation providing personalised contraception and safe abortion services to women and girls. Our local teams of professionals are passionate about the work they do in communities across 37 countries. The services they provide give a woman the power to choose when she has children so that she's free to pursue her plans and dreams for herself and her family. Marie Stopes International Cambodia (Marie Stopes) was established in 1998 and operates 7 reproductive health clinics, clinical outreach services, a call centre to provide information to clients and provides technical support to numerous public and private partners. In 2016, Marie Stopes provided services to approximately 80,000 women and men in Cambodia. A key responsibility of this role is to further **Marie Stopes' Vision: A world in which every birth is wanted** and its **Mission** of ensuring the individual's right to: **Children by choice, not chance.**

It is a role requirement that the job holder must fully comply with, promote and live **Marie Stopes' Core Values:**

Mission Driven	Client Centred	Accountable	Courageous
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Key Responsibilities

- Treat all clients with respect patience and kindness
- Check car on a daily basis, ensure, clean, and in proper mechanical order
- Follow MSI guidelines for care of vehicles
- Be aware of registration expiry dates and inform Procurement/Logistics Officer when close to expiry date
- Maintain car equipment and MSIC property safely
- Ensure the car is locked and in a safe location when parked and at night time
- Drive the office staff for official work
- Drive official visitors to and from the clinic or specified location
- Assist the marketing staff during the promotion of MSIC activities
- Assist in procurement of stock and equipment
- Collect and deliver mail from the post office
- Take and collect documents for copying
- Ensure complete and update logbook including update maintenance record
- Responsible for arranging product transportation to the provincial as assigned
- Keep up-to date vehicle use records and verify fuel bill
- Coordinate with logistics unit and onward transportation and delivery to the health centre and project sites
- Report and perform other task assigned by Procurement/Logistics Officer

Qualifications/Skills and Experience:

- Must have held a valid Cambodian or International driving licence for a minimum of 2 years
- Good driving ability with knowledge of roads in Cambodia's city and provinces
- Willing to work under pressure.
- Able to inspect a vehicle for any faults or repairs
- Experience in maintaining vehicle log books
- Ability to communicate in Khmer and English – written and orally.
- The highest levels of integrity, strong ethical sense
- Able to working as a team.
- Self-motivational/Self Starter Adaptable and Flexible

A competitive national salary will be offered to the successful candidate.

We are committed to Child Safeguarding and Protection from Sexual Exploitation and Abuse. Please note, appointment to this position is subject to the outcome of background checks. We are an equal opportunity employer and women are strongly encouraged to apply.

Please visit <http://www.mariestopes.org.kh/Career> or contact our Human Resources Team for a detailed job description. Interested and qualified candidates should send applications (CV and a cover letter), to hrd@mariestopes.org.kh or alternately via post to: **Marie Stopes International Cambodia (MSIC) Head Office, Address: Phnom Penh Centre, Building F, 1st Floor, Sothearos Boulevard, Sangkat Tonle Bassac, Khan Chamkarmorn, Phnom Penh, Tel: 023 994 082/083.**

- Only short-listed candidates will be contacted. Closing date for applications is **Sunday 25/July/2018 at 17:00pm.**