

Vacancy Announcement

Welthungerhilfe is one of the largest private aid organizations in Germany; it is politically independent and non-denominational. Welthungerhilfe (WHH) is dedicated to fighting for a world without hunger. Since it was founded on December 14, 1962, 12,128 overseas projects in about 72 countries have been supported with 5.07 billion euros.

Welthungerhilfe follows the principle of empowering people to help themselves to sustainably improve their living conditions, offering everything from fast disaster relief to reconstruction and long-term development cooperation projects with national and international partner organizations. In close collaboration with local partners, we enable people to break out of hunger and poverty sustainably, with measurable impact, and with integrity and accountability.

WHH pursues a dual mandate to ensure our actions meet the needs of our target groups: providing programs for short-term disaster relief as well as long-term development. To achieve [sustainable food and nutrition security](#) among the most vulnerable, these programs link our key focus areas interrelated with hunger – [agriculture and environment](#); [water, sanitation and hygiene](#) (WASH); [economic development](#); [humanitarian assistance](#); [climate change](#); and [civil society and advocacy](#). [Innovation](#) helps to scale the impact.

We are currently looking for a Driver for the Myanmar Country Programme. The position will be based in Mandalay.

Job Description: Driver (SG 03)

I. Job Details

Department: Programmes

Country / Location: Mandalay

FundsPro Cost Allocation: MMR 1190

Job Name: Driver (m/f/d)

Title of Job Holder: Driver

Salary Group: SG 03

Immediate Superior (in disciplinary matters): Procurement Officer

Subordinate Position(s): None

No. of position: 1

Representation: To be decided on relevant occasions

Is represented by: To be decided in case of absence

Contract Period: 1 year contract with possible extension

II. Objectives, Duties, Areas of Responsibility

1. Objectives of the position

The aims of the position are to drive and maintain office vehicles.

2. Duties and area of responsibility

2.1 Duties with own area of responsibility

Drive office vehicles as scheduled

- Drive staff members and partners on office-related matters/visits.
- Collect and deliver official documents and letters (messenger services).
- Pick up and deliver equipment, purchases, etc.
- While in the field, maintain radio/mobile phone contact with the base on a regular basis.
- Keep the vehicle's logbook up to date.

Maintain office vehicles

- Clean vehicles (inside/outside) on a regular basis.
- Refuel or recharge vehicles, as applicable.
- Carry out routine vehicle checks appropriate to the assigned vehicle type in accordance with manufacturer guidance and WHH procedures.
- Report suspected mechanical problems, where possible before actual problems arise.
- Immediately report any involvement of a project/office vehicle in an accident, including minor accidents, or any damage to or theft of equipment from the vehicle.
- Keep the vehicle's documents and logbook up to date.
- Keep vehicles and vehicle tools in good technical condition and carry out small repairs where appropriate.
- Regularly check first-aid kits in all assigned vehicles and report replenishment needs.
- Report necessary repairs or other maintenance needs in a timely manner.

Specific tasks

- Maintain up-to-date knowledge of security conditions, road conditions, effective routes and relevant locations using available information, and exchange relevant information with other drivers and security personnel.
- Ensure that no passengers other than Welthungerhilfe personnel and personnel of implementing partners are allowed on board.
- Ensure that the vehicle is not on the road between sunset and sunrise and that any exceptions to this rule have been approved by management.
- Load/unload and set up/dismantle equipment transported to and from the office.

2.2 Duties without own area of responsibility

Assist in administrative and secretarial tasks

- Provide logistical support for official events.
- Pay bills (water, electricity, telephone) as authorised.
- Buy daily-use items upon request and in accordance with applicable WHH procedures.
- Collect and deliver mail, documents and bills (messenger services).

2.3 Specific Activities and duties of the position

Fulfilment of any other tasks assigned by management that correspond in general with the character of this position.

III. Job requirements

1. Knowledge/ Qualifications

1.1 Professional/Formal Qualification

- School-leaving qualification.
- Valid driving licence appropriate for the vehicle category is required.

1.2 Job-related Professional Experience

- 1 to 2 years' professional driving experience.
- Familiarity with electric vehicles (EVs), including basic operation and charging procedures, is an advantage.

1.3 Foreign Language Skills

- Basic knowledge of English is desirable.

2. Social skills

2.1 Social Skills

Obtains and passes on information in order to perform a task.

2.2 Capacity for Teamwork

Ability to work cooperatively and respectfully as part of a team.

3. Disciplinary Leadership of staff

None

4. Responsibility

Activity based on detailed specifications.

Please send your application by email to:

 hr.mmr@welthungerhilfe.de

 Application deadline: 18 October (Sunday) COB

Please note that only shortlisted candidates will be contacted for an interview. Welthungerhilfe is an equal opportunity employer and encourages applications from qualified individuals, regardless of gender, ethnicity, or background.

Applications will be reviewed on a rolling basis, and interviews will be conducted accordingly.