



College of Science and Technology
Rinchending: Bhutan

Annexure 5A/6.1.2.1

POSITION PROFILE

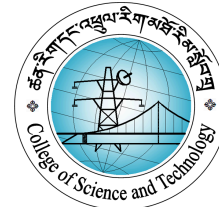
1. JOB IDENTIFICATION

- 1.1 Position Title: Driver**
- 1.2 Position Level: 17**
- 1.3 Occupational Group: Administrative & Technical**
- 1.6 College/OVC: College of Science and Technology**

2. MAIN PURPOSE OF THE POSITION:

3. GENERAL ROLES AND RESPONSIBILITIES: *(Use Representative Work Activities as provided in Position Directory)*

- 1.1** Drive/operate the vehicle in a manner that is safe, reliable and efficient;
- 1.2** Transport either passengers or goods safely to their destination;
- 1.3** Observe and comply with all road safety regulations, health and safety regulations, RSTA Acts and RGoB rules and regulations;
- 1.4** Supervise other drivers if necessary;
- 1.5** Carry out minor repairs and maintenance of the vehicle on a routine basis;
- 1.6** Report to the immediate supervisor of any vehicle faults and necessary repairs;
- 1.7** Maintain logbook, movement orders, etc. on a daily basis and renew all necessary documents on time. For example, blue books;
- 1.8** Keep the vehicle clean and tidy at all times; and
- 1.9** Carry out any tasks assigned.



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4. SPECIFIC ROLES AND RESPONSIBILITIES: *The driver must attend to duty 24 hours during the time of emergency.*

4.1 OTHER RESPONSIBILITY

- ♦ Undertake other responsibilities as deemed appropriate by Administrative Officer and the College management.

5. KNOWLEDGE, SKILLS & ABILITIES (KSA) REQUIREMENTS *(Use KSA and Position Profile Matrix in Position Directory as a guide):*

5.1 Education: Class VIII

5.2 Experience: The preference will be given to candidate good attitude towards work and good work experience in position related.

5.3 Knowledge Skills and Abilities *(Use KSA in Position Directory):*

1	Should be courteous and able to handle matters in short notice.
2	Good communication skills in written and spoken language.
3	Ability to work diligently with eye on details.
4	Being punctual and able to remain at the workplace as per the requirement of the position.