

PRDP-RPCO 9 is currently looking for (1) CHAUFFEUR (DRIVER).

Scope of Work

Chauffeur (Driver)

The Chauffeur (Driver) will be supporting the component in the delivery of specified milestones of PRDP under Infrastructure Development Component . He will be stationed in Regional Project Coordinating office 9 (RPCO 9) based in Ipil, Zamboanga Sibugay. He will be directly under the supervision of the Infrastructure Development Component Head who will likewise be reporting to the Project Coordinator of RPCO 9 in close coordination with the Project Director.

Specifically, the tasks of the Chauffer (Driver) will include but not limited to the following:

1. Transports the Infrastructure Development Component Head, RIEs and RPCO staff to various official destinations attending to official businesses;
2. Monitors the status and condition of the vehicle under his responsibility and initiates necessary requests for required maintenance and repair;
3. Cleans the vehicle regularly;
4. Secures the vehicles in safe premises whenever it is not in use;
5. Submits monthly fuel consumption report for the assigned vehicle;
6. Ensures that the assigned vehicle is always in running condition to accommodate official engagements of the Project;
7. Facilitates minor repair works during weekends in order not to hamper the scheduled travels on weekdays;
8. Submits filled-up and signed trip tickets after each travel;
9. Maintains a record of all undertaken trips including the records of fuel consumption and materials used in the operation and maintenance of the vehicle; and,
10. Performs minor engine/electric troubleshooting.

Qualifications:

- High School Graduate
- Preferably has a National Certificate (NC II) –TESDA; and,
- Has valid Professional Driver’s License.

Experience:

- Minimum of five (5) years of relevant experience; and,
- Preferably has an experience working with Foreign Assisted Projects (PAFs).

Knowledge, Skills, and Abilities:

- Knowledge in safe driving principles and practices;
- Familiarity of places in Mindanao is an advantage;
- Knowledge and experience in administrative works; and,
- Ability to work independently and with a team.

Reporting Responsibilities:

The Chauffeur (Driver) will be directly reporting to Infrastructure Development Component Head of PRDP RPCO 9

Short-listed applicants will be contacted for the schedule of written examination and interview.

Please submit Application letter with 2×2 picture, Diploma/ Certified True Copy of School Transcript of Records, TESDA Certificate if any and Photocopy of Professional Driver’s License to the address below. Kindly indicate the position that the applicants are applying for as the subject.

CONSTANCIO G. ALAMA, Project Director

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