



THE SAMDRUP JONGKHAR INITIATIVE

Date: 2nd Feb, 2016

TERMS OF REFERENCES Office Assistant and Driver

Overall objective of the SJI

The overall longer term development objective of the SJI is to raise living standards in Samdrup Jongkhar and establish food security and self-sufficiency, while fully protecting and enhancing the natural environment and making it resilient to climate change, strengthening communities, stemming the rural-urban migration tide especially among educated youth, and fostering a cooperative, productive, entrepreneurial, and self-reliant spirit grounded in a rights-based approach to development, particularly focusing on women and youth.

Through interventions contributing to the overall objective, the aim is to uplift the Samdrup Jongkhar dzongkhag in the most sustainable way, in line with Gross National Happiness (GNH)-goals. The intention is that the dzongkhag will serve as a best practice pilot district, from which other district and national replication can take place.

Description of duties and responsibilities

- Perform general office administrative duties as required including photocopying, delivering and distributing mail. Function as a messenger for official purposes.
- Assist in preparation of public meetings, seminars, workshops and trainings.
- Drive SJI and Lho Mon Society employees safely on their official duties including their clients on SJI-LMS work.
- Have to work during holidays, if required.
- Ensure proper maintenance of vehicle logbook after execution of every travel or/and repair/maintenance and fueling of the assigned office vehicle.
- Ensure proper care and timely maintenance of the assigned office vehicle.
- Ensure that the vehicle is parked in front of the office after every travel.
- Assist in ensuring proper maintenance of office space, equipment and facilities.
- Discharge any other responsibilities assigned in the interest of the office.

Conditions of work

The work base will be Dewathang where the field office of the SJI is located. Dewathang is connected by road, electricity, water supply and Internet. Finding housing in Dewathang is a challenge. The office is equipped with Internet, printers and a library. Staff members may be asked to travel away from their usual workplaces on authorized missions. The work includes travel and trekking to rural areas. In rural areas, accommodation, food and facilities can be basic.

Knowledge, competencies and experience

- Class VIII and above with valid driving license for light vehicle.
- Minimum of 3 years driving experience.
- Knowledge and experience in operating and maintaining light vehicle.
- Ability to follow both written and oral instructions.
- Have no adverse record such as drug addiction, criminal record and misconduct.
- Certificates in driving related areas like maintenance will be an advantage.
- Willingness to work according to a flexible schedule.

Behavioral qualities

The SJI works closely with the community. Our interactions with our communities define our roles and responsibilities. We have carefully developed a harmonious relationship with our stakeholders. All SJI employees are mandated to uphold the highest standards possible when it comes to work in the office and in dealings with community. A strong work ethics, integrity, respect for deadlines and team spirit is essential.

Terms and conditions of employment

Contract duration

- The candidate selected for the assignment is expected to commence work within three working days after the announcement of result.
- The selected candidate will be on six months probation.
- Assignment will be for 12 months (July 2015 to June 2016) and extendable.

Remuneration and allowances

- A salary of Nu. 10,000 will be paid at the end of every calendar month.
- No allowances will be paid during the probation period.
- Office does not have a system of paying its employees gratuity, LTC or leave encashment.

Other conditions of contract

- The employee shall be responsible for arranging his/her own accommodation, medical expenses and insurance.
- The employee shall be entitled to leave as approved by the employer's board.
- The employee shall be liable for taxes as per tax laws of the nation.

Application requirement

Interested candidates are requested to kindly read and fill up the Job Application Form (available on www.sji.bt).

Selection criteria

- Original documents should be produced during the interview as specified in the job application form.
- Short listing will be decided by the selection committee based on academic performance, experience, skills and training relevant to the field. Number of candidates to be shortlisted will also be decided by selection committee.

- **Final selection will be based on driving skills and related knowledge (60%) and viva (40%).**
- The candidate upon selection will undertake legal agreement.

Application submission deadline

Interested applicant shall submit application along with all documents, as specified in the job application form, to the office of SJI, Lhomon Society, Dewathang latest by 16/02/2016.

Selection interview

The shortlisted candidates will be announced online on the website of the SJI including the Facebook page of SJI and communicated via phone.

Website: www.sji.bt

You can find us on Facebook by typing “The Samdrup Jongkhar Initiative” or by following the link provided on our website.

Date of short listing: 18/02/2016.