ROLE PURPOSE: Driver

Our Vision
A world in which no person is needlessly blind or vision impaired

Our Purpose
We are determined to deliver Fred Hollows' vision of preventing blindness and restoring sight.

We work around the world so that no one is left behind, and in Australia we work tirelessly to ensure that Aboriginal and Torres Strait Islander people can always exercise their right to sight and good health.

Our priority is to work with communities to improve their own eye health. We do this through life-changing surgeries and treatments, training doctors and health workers, generating new ideas, and pushing for change at all levels – from local to global.

How we value your contribution:

Remuneration package
We aim to provide an overall remuneration package that is attractive and fair. Our global remuneration framework ensures we align to local pay, employment conditions and laws, and we benchmark against the local market to ensure we offer competitive employment conditions that are appropriate to our sector.

13th month payment
As a permanent employee, you will receive a payment equivalent to one month’s salary each year (pro-rata for those working part of the year).

Leave
You will have access to annual leave each year (pro-rated for part-time employees) in line with local regulations. You will also have access to other leave such as personal (sick or carers’) leave, maternity leave, paternity leave and compassionate leave.

Performance & development
Our performance and development framework enables you to work closely with your manager to plan, manage, and review your performance throughout the year. This approach also enables you to discuss development opportunities and areas for growth.

Learning & development
Our approach to learning and development will enable you to have the information, skills and knowledge needed to do your job. We build the capacity of our people and support you with on-the-job experience, coaching and formal learning.

Leadership
Leadership is a key priority for us. We have customized leadership programs for leaders at all levels that are focused on supporting our people to be inspired, empowered and to make an impact in their work so that together we can achieve our vision.

Study support
We are proud that so many of our people are tertiary educated and we are committed to supporting tertiary education that is relevant to your work through our global study assistance program. Relevant applications for study support are considered annually, providing financial assistance and study days.

Recognition
Our recognition program has been designed to recognize and acknowledge our people who live our values of Integrity, Collaboration, Empowerment and Action, in everyday activities. We recognize our people in three ways: Peer-to-peer, manager recognition, as well as length of service.

Flexible work arrangement
You will have access to flexible work arrangements. We encourage a spirit of mutual flexibility, enabling discussions between you and your manager about maintaining work-life balance.

Health & safety
We are committed to supporting your health, safety and wellbeing. If required, you and your family will have access to free external, professional and confidential counselling assistance if you need help with personal, family or employment related matters.

To work in the Foundation you will:
- Be eligible to work in Pakistan.
- Undergo background check including criminal records and qualifications check
- Undergo working with children check for positions which are identified as working with children.

At The Fred Hollows Foundation we offer a career where your talent and energy will help many see tomorrow.
ROLE PURPOSE

<table>
<thead>
<tr>
<th>Role Title:</th>
<th>Division:</th>
<th>Location:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Driver</td>
<td>Global Programs</td>
<td>Islamabad, Pakistan</td>
<td>20-May-2022</td>
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<table>
<thead>
<tr>
<th>Employment type:</th>
<th>Reports to:</th>
<th>Number of direct reports:</th>
<th>Leadership Band:</th>
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<tbody>
<tr>
<td>Full Time-Fixed Term</td>
<td>Operations Coordinator</td>
<td>None</td>
<td>Leads Self</td>
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Purpose of the role:

Driver responsibilities include arranging regular cleaning and maintenance services for the vehicle, planning each route based on road and traffic conditions and must know the traffic laws and driving practices that help traffic move safely.

Key Responsibilities:

- Overall responsibility over the safety of the organizational vehicle.
- Observe and adhere to the vehicle management policy.
- As directed by the Operations Coordinator, organize and provide transportation services for FHF Partners & staff as per planned schedule.
- Maintain the organization vehicle in good condition, conduct daily routine checks - oil, tyres, etc.
- Ensure accurate, signed and up-to-date vehicle log.
- Prepare and submit monthly reports on vehicle performance records and related updates.
- Maintain regular schedule of vehicle service, insurance and inspection.
- Ensure safety and comfort of passengers by observing traffic rules, seat belts, maintaining cleanliness of organization vehicle, etc.
- Provide logistical support to FHF partners & staff during supervisory visits and/or workshops.
- Where applicable undertake simple repairs and maintenance of the organisation vehicle, upon approval by the Operations Coordinator
- Other tasks as requested by your supervisor.

Our Capabilities:

As a member of the Foundation Family you will:

1. Live by the values of The Foundation and support The Foundation's culture, performance and brand.
2. Adhere to all The Foundation’s policies and procedures.
3. Strengthen the health, safety and well-being of all/look out for the well-being.
4. Lead, collaborate and contribute in all interactions.

Required Experience:

- At least 5 years’ experience of driving along with valid driving license, in Tactical driving techniques and know-how of close protection duties.
- Candidate age limit is 45 years, physically fit and medical category ‘A’.
- Ability to read, comprehend rules/regulations, and orders.
- Ability to satisfactorily use and maintain assigned vehicle.
- Ability to communicate effectively, both orally and in writing.
- Preferably from International Organizations background and experience.
- Verified by police authorities.
- Exemplary Character.
- Good observation skills.

Working hours:

- 5 days a week, 8 hours per day

Skills:

- Use good traffic judgment while driving
- Good knowledge about car mechanics
- Organize police & Hospital emergency number of your destination.
- Vehicle Documents - Ready & Up to Date
<table>
<thead>
<tr>
<th>Qualifications:</th>
<th>The position involves:</th>
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<tbody>
<tr>
<td>• Secondary School certification /Matric</td>
<td>This position is recognised as having “Contact with Children” either direct or indirect</td>
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<tr>
<th>Travel:</th>
<th>Additional Responsibility:</th>
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<tbody>
<tr>
<td>• Regular travel to project locations across the Pakistan</td>
<td>Ensure that the work for which you are responsible is carried out in ways, which safeguard the health and safety of workers.</td>
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