# ROLE PURPOSE

**Role Title:** Driver and Office Assistant  
**Division:** Global Programs  
**Location:** Phnom Penh, Cambodia  
**Date:** Aug 2023  
**Employment type:** 2 years fixed duration, possible renewal  
**Reports to:** Finance and Operations Coordinator  
**Number of direct reports:** None  
**Leadership Band:** Leads self

## Purpose of the role:

The **Driver and Office Assistant** will provide safe transport services for The Fred Hollows Foundation (FHF) Cambodia and provides general office support to the country team.  
**The Driver and Office Assistant will own the outcomes of:**

### 1- Driving (Main Duties):
- Maintain the FHF vehicles and keep the vehicles clean and ready for field trips.  
- Service the vehicle after travelling 5,000-10,000 km.  
- Report any defects immediately and have repairs completed before driving.  
- Perform daily maintenance of the vehicle for safe driving (checking fuel, brake oil, spare tires etc.)  
- Ensure the vehicles are properly stocked with travel bags, tool kit, first aid box, fire extinguisher before every field trip.  
- Maintain the logbooks neatly containing all required information.  
- Keep the vehicle documents updated (Insurance, road tax, fitness etc.)  
- Be aware of the dangers of fatigue.  
- Abide by the Cambodia traffic law while driving the vehicles.

### 2- Office Support (Secondary Duties):
- Perform general office clerk duties.  
- Maintain office equipment and documents, and word processing.  
- Help organize and maintain office common areas.  
- Organize travel by booking accommodation and reservation needs as required.  
- Coordinate events as necessary  
- Support project team in project activities  
- Taking photos of project activities  
- Other tasks as requested by the manager.

## 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.

## Skills:

- Professional driving license  
- Vehicle maintenance and minor repair skills  
- Basic English competency  
- Basic office, administration and logistics skills

## Essential Experience:

- Minimum 2 years of experience in driving vehicles

## Qualifications:

- At least secondary school graduate can read and write.

## Travel:

- Domestic

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## The position involves:

This position is recognised as having “Contact with Children” either direct or indirect  
This position does not involve “Working with Children” either direct or indirect.

## Additional Responsibilities:

Ensure that the work for which s/he responsible is carried out in ways, which safeguard the health and safety of workers.

## To work in The Foundation, you will:

- Be eligible to work in Cambodia  
- Undergo background check including criminal records and qualifications check  
- Undergo working with children check for positions that are identified as working with children