



Australian Government

AusAID



## AusAID Bangladesh Job Description and Selection Documentation Driver – O Based Level 1

### **About AusAID**

AusAID (Australian Agency for International Development) advises the Australian Government on international development policy and manages Australia's overseas aid program. In managing the aid program, AusAID:

- Prepares and implements regional and country strategies and other interventions within a framework of:
  - accelerating economic growth,
  - fostering functioning and effective states,
  - investing in people,
  - promoting regional stability and cooperation.
- The Australian Government ensures effectiveness of the aid program by focusing on:
  - strengthening performance orientation of the aid program
  - combating corruption
  - enhancing Australia's engagement with the Asia-Pacific region
  - working with partners
- Anticipates, prepares for and responds to humanitarian events affecting developing countries.

### **AusAID's People**

People who work in AusAID implement government policy and formulate strategies aimed at improving growth and stability. By working in partnership with Australian and foreign government officials, international bodies, the private sector, community organisations and civil society, people in AusAID may help to improve the quality of people's lives in developing countries now and for generations to come.

### **AusAID Bangladesh**

The Australian Government will provide approximately AUD\$92 million as development aid to Bangladesh in 2011-12. The Bangladesh program is AusAID's largest program in South Asia and over the next 5 years AusAID expects to considerably increase the total value of aid activities in Bangladesh, which is in line with the Australian Government's commitment to increase its global spending on development cooperation and humanitarian activities. The key priority sectors for the Bangladesh program are health, education and extreme poverty. There are also emerging programs in climate change and water and sanitation. Bangladesh also has large scholarships and volunteers programs.

The AusAID office in Dhaka currently has 13 personnel. It is supported by a small team that is based in the South Asia Section in AusAID, Canberra. Related to AusAID's South Asia program, there are also offices in Colombo, Kathmandu and New Delhi.



## **Position Description**

The driver is responsible for driving staff and visitors within Dhaka and to and from programs/projects within the Bangladesh.

Key responsibilities include ensuring that services are delivered in a safe and timely manner by:

- Safely driving AusAID staff and official visitors;
- Maintaining a log of AusAID vehicle usage and fuel purchase sheets;
- Ensuring that AusAID vehicles are well maintained and cleaned regularly;
- Being responsible for the vehicle scheduling in liaison with the other AusAID drivers and the Finance and Administrative Officer;
- Delivering and collecting documents, including dispatches for AusAID; and
- Coordinating with other AusAID drivers and drivers within the Australian High Commission during high delegation visits and other events.
- Other duties, if required, as requested by Senior Post Management

## **Selection Criteria**

### **Essential Selection Criteria**

- A valid driving licence with no prior convictions and a minimum of 5 years of experience in driving for a reputable organisation;
- Knowledge of locations throughout Bangladesh, particularly in Dhaka city, and experience in driving both in and outside of Dhaka;
- Demonstrate a detailed understanding of traffic rules and regulations;
- Good English and Bengali verbal and written communication skills;
- Ability to travel out of Dhaka and work non standard hours when work demands dictate; and
- Ability to drive safely and in difficult situations and to remain calm.

### **Reporting Arrangements**

This position reports to the Finance and Administration Officer.

## **Capabilities of the Person**

### **Shows judgement intelligence and commonsense**

- Identifies issues which could impact on designated tasks and alerts supervisor; refers difficult problems to supervisor.
- Organises information to help others make quick, informed decisions.
- Drives safely and defensively, anticipates hazards and plans and reacts appropriately.

### **Takes responsibility for managing work projects to achieve results**

- Regularly seeks feedback from supervisor and incorporates this feedback into the performance of new tasks.
- Maintains accurate records and log books, sees tasks through to completion.
- Works to agreed priorities, outcomes and time constraints and is responsive to changes in requirements.



**Listens to, understands and recognises the needs of others**

- Operates as an effective member of the team, working collaboratively with others.
- Actively listens to colleagues and clients; supports team members; is aware of the contributions made by other people.

**Nurtures internal and external relationships**

- Responds under direction to changes in clients' requirements and expectations and clarifies expectations and deadlines; keeps client informed of progress.
- Provides courteous, prompt and professional service to client.

**Commits to action**

- Takes personal responsibility for accurate completion of work and seeks help when required.
- Gets on with the job at hand and applies self responsibly and enthusiastically; commits to meeting the objectives.

**Demonstrates public service professionalism and probity**

- Adheres to the Overseas Based Values and Code of Conduct and consistently behaves in an honest, ethical and professional way.
- Treats people fairly and equitably and is transparent in dealings with them.
- Makes decisions for the corporate good without favoritism or bias; places the aims of the organization above personal ambitions.
- Understands and complies with legislative, policy and regulatory frameworks.

**Communicates clearly**

- Has good English and Bangla verbal and written communication skills; listens and clarifies to ensure accurate understanding.
- Presents messages confidently.
- Structures messages clearly and succinctly, both verbally and in writing

**Other Requirements**

The position is required to obtain a satisfactory police check and medical check.