



Terre des hommes

Helping children worldwide.

Job Advertisement

Name of the position	: Driver
Location	: Kolkata
Job type	: Fixed Term -Full time
No. of Vacancy	: 1 (One)
Closing date of application	: 05 January 2025

About the Organisation:

Terre des hommes (Tdh), the leading Swiss child relief non-profit organization headquartered in Lausanne, Switzerland. The Foundation has been helping over five million children and their families in need for over 60 years, defending their rights regardless of their race, creed, or political affiliation. Tdh's mission is to improve the living conditions of the most vulnerable children by direct support, advocacy, promoting child participation for the respect of their rights, strengthening communities and institutions to better respond to children's needs. In over 30 countries, Tdh protects children against exploitation and violence, improves children's and their mother's health and provides emergency psychological and material support in humanitarian crises.

Tdh Foundation has been working in India since 1976. In India, Tdh Foundation has been registered since 2008 as a Liaison Office. Tdh's main programme priorities in India are Unsafe Migration, Maternal and Child Health, WASH and Emergency response. Tdh implements projects through local partners in the states of West Bengal and Jharkhand and has plans to grow its programming in other states as well. Besides financial support, Tdh supports its partners with technical support and is involved in all stages of the project – from designing to monitoring and evaluation. Tdh works at a systemic level, engaging with formal and non-formal actors, Government, service providers, civil society organisations, communities, families and children themselves to ensure the care and protection of vulnerable children on the long-term.

About the Position:

The Driver is responsible for driving and maintenance of Tdh vehicles and maintaining log book and support office day to day function of the delegation (India Country Liaison Office) and general work to ensure the effective functioning of the TDH India office. This position will be based in Kolkata and will take the assignment in the field whenever required or requested by Head of Country Office (HoCO)-India.

Reporting: Logistics Officer

Regarding Employment Contract: Initially for 1 year (Renewable based on the performance and organization's requirement). Probation period is 3 months from date of joining.

Main Responsibilities

- Responsible for driving Tdh vehicles safely and cautiously in all circumstances. This includes wearing seat belt (and ensuring passengers to do so), respecting speed limits and giving appropriate report in case of accident (keep calm, protect, alert, first aid and medical kit items).
- Provide day to day & regular maintenance, cleaning and servicing of the office vehicle including management of spare purchases and ensuring that all concerned documents are updated on a routine basis.
- Filling vehicle logbook whenever vehicles have been used.
- Ensure that fuel for office vehicles, generator is sufficient.



- Support to Logistics Department to carry out procurement of office goods, materials, and other items/ services required for Tdh and Tdh projects.
- Support to Finance Department in banking duties.
- Support to serve of tea and coffee to guests as and when needed.
- Take care of the office support function in the absence of Office Assistant.
- Support staff in any other admin and official work e.g. doing photocopy, scanning as and when necessary.
- Maintain confidentiality in job function.
- Adhere to and promote application of the Tdh Child Protection, Code of Conduct, Whistle Blowing and Anti-Fraud/Corruption Policies.
- Adhere to the Tdh India security rules and responsibilities.
- Perform other tasks as directed by Reporting Line.

Expected qualification and experience:

Qualifications / Experience	<ul style="list-style-type: none"> ○ Minimum 10th standard pass. ○ Minimum 5 years of experience in which at least three years of experience with an NGO/INGO. ○ A current professional driving licence with an accident free driving record. ○ Fluency (written & spoken) in Bengali & Hindi.
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Expected Skills:

Skills	<ul style="list-style-type: none"> ○ Initiative to take on responsibility and work with minimal supervision. ○ Ability to work in irregular hours. ○ Willingness to actively participate in office activities and contribute to general office work. ○ Ability to exhibit initiative in task completion, and thereby enhance effectiveness in service. ○ Sensitivity to gender equality and equity issues in work practices. ○ Ability to maintain a clean, trouble free, fully equipped and a ready vehicle and provide punctual, reliable services, with economic routing. ○ Knowledge of city, and an ability to thereby route trips economically and efficiently. ○ Ability to handle breakdowns independently.
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This job description may be amended in line with the activities or evolution of the Mission.

Risk Management Policies

The employees of Tdh must abide by and adhere to the Tdh child safeguarding policy and risk management policies as well as Rules and Regulation of Tdh.

Recruitment & Remuneration:

Tdh offers a competitive package of remuneration based on the candidates' experience and credentials. In addition, Tdh provides Gratuity (as per Payment of Gratuity Act, 1972), Medclaim Health Insurance coverage for Employee & family and Accidental insurance coverage for the Employee.

How to apply:

Interested candidates should apply with a covering letter explaining how his/her skills and experiences match the requirements mentioned above along with an updated CV to ind.office@tdh.org by **05 January 2025**. Please mention the text "**Application for the position of Driver**" in the subject line of your email.



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The recruitment and selection procedures of Terre des hommes reflect our commitment to child security and safeguarding. Please note that as per Tdh Child Safeguarding Policy, one of the references mentioned in the CV needs to be the candidate's current or immediate past employer. The references will be contacted before offering the job Offer Letter.

Only shortlisted candidates will be contacted. Please note that Tdh does not reimburse any travel allowance or daily allowance for attending interviews and no relocation cost will be provided by Tdh.

Note: Tdh provides a safe working environment for all its employees; following the principle of equal opportunity Women, persons living with a disability, SC/ST/religious minorities, people living with HIV AIDS and candidates from the LGBTIQ+ community are encouraged to apply.

Job Email id: ind.office@tdh.org

Closing Date: 05 January 2025