



*For posting only*

## **JOB DESCRIPTION**

<b>Job title</b>	<b>Driver</b>
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Snow Leopard Foundation (SLF) is a nonprofit organization registered with the Securities and Exchange Commission of Pakistan (SECP) under Companies Act 2017 and is aimed to conserve viable populations of snow leopards and other wild carnivores as an integral part of landscapes across Pakistan, while improving the Socio- economic conditions of the people who share fragile mountain ecosystems with carnivores.

SLF intends to hire the services of a **Driver**.

### **Terms of Reference:**

1. Provide secure and reliable driving.
2. File vehicle requisition form before the traveling to out station
3. Safe and custody vehicle, equipment and documents during the field for unauthorized person use.
4. Cost savings through proper use and maintenance of vehicle.
5. Perform duty in field with research team.
6. Inspection and clean the office vehicle on daily basis.
7. Timely change of engine oil and service of vehicle.
8. Inspection of vehicle and report to supervisor on daily basis.
9. Collecting and distributing couriers or partial among staff and relevant office.
10. Follow routes and manage time schedule for perform driving service.
11. Repair and maintenance of office vehicle and inform daily progress report to supervisor.
12. All immediate action required by rules and regulation are taken in case of involvement in accidents.
13. Field trip with SLF staff as well as the participant.
14. Filing documents as per the department requirement.
15. Coordinating the maintenance and repair of devices for the workplace.
16. Helping the receptionist, or other administrative assistants in performing their duties.
17. Cooperating with workplace personnel to maintain a friendly environment within the office.
18. Any other duty as desired by the supervisor



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**Job Details**

Functional Area:	Driver
Total Positions:	1 Post
Job Shift:	First Shift (Day)
Job Type:	Full Time/Permanent
Job Location:	Islamabad, Pakistan
Gender:	Male
Age:	25 - 45 Years
Minimum Education:	Matric
Minimum Driving Experience:	3 Years (LTV, HTV)
Driving License:	Valid Islamabad Driving License
Apply Before:	Oct 07, 2022
Posting Date:	Sep 23, 2022
Email:	<a href="mailto:accounts@slf.org.pk">accounts@slf.org.pk</a>
Mailing Address:	H# 71C, Street No. 54, Sector E-11/3 Markaz Islamabad.