**HMS/DSP/HR-005/2025/0175 13th August 2025**

Vacancy Announcement

With the reference to the approved Note vide **HMS/DSP/SS-002/2025/0153** dated 4th August 2025 for recruitment of Driver. The vacancy is hereby announced as below:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sl. No** | **Position Title** | **Position****Level** | **Pay Scale** | **Slots** | **Qualification****Required** | **Contract Term** |
| 1 | Driver | 02 | O2 + Allowances | 2 | Class VIII passed with a driver's license suitable for a Light vehicle and a certificate in driving. | 2 years (extendable based on need and track record of service) |

**Recruitment Plan and Timeline**

The recruitment announcement for Phase IV will be published on 13th August 2025, with the application deadline set for the 20th August 2025. This schedule ensures sufficient time for outreach to potential candidates while allowing a through selection process.

Following the application period, the recruitment process will proceed as follows:

* 1. 21st August 2025: Screening of applications
	2. 25th August 2025: Interviews and final selection
	3. 27th August 2025: Issuance of office order and onboarding preparation

**Shortlisting Criteria:**

1. Minimum Academic Requirement:
* Class VIII passed with a driver’s license suitable for a Light Vehicle & a certificate in driving.
1. Application requirements:
2. Complete applications are required, including CV and relevant transcripts/certificates
3. Applications can be submitted in person or online (Scanned copies)

Preference will be given to applicants with;

1. Work experience in relevant fields and qualifications.
2. Work experience in operating the categories of vehicles applied for.

Those who meet the eligibility criteria and the age between 18-40 years may submit the required document in hard copy to HR Section, De-Suung Skilling Programme, Taba latest by 20th August 2025.

***Job Application forms and Terms of Reference (TOR) are available on DSP website*** [*www.dsp.org.bt*](http://www.dsp.org.bt)

1. Other important Information:
2. Incomplete or invalid applications will not be considered
3. Only shortlisted candidates will be contacted for interviews
4. Contact information for assistance: **+975-17775951/77988433**

**hiringdsp@gmail.com**

**JOB DESCRIPTION**

|  |  |  |  |
| --- | --- | --- | --- |
| 1 | **Position**  |  | Driver |
| 2 | **Employment**  |  | Contract/Regular |
| 3 | **Category**  |  | General Administration and Support Services |
| 4 | **Qualification requirements** |  | Class VIII passed with a driver's license suitable for a Light vehicle and a certificate in driving. |
| 5 | **Slots** |  | 2 |
| 6 | **Department**  |  |  Head Office, Shared Services |
| 7 | **Division**  |  | Procurement  |
| 8 | **Unit**  |  | Motor Transportation |
| 9 | **Posting**  |  | Head Office, Thimphu |
| 10 | **Reporting authority**  |  | MTO Focal |
| 11 | **Reviewing authority**  |  | Motor Transportation Officer |
| 12 | **Administrative reporting**  |  | Head, Shared Services  |
| 13 | **Subordinates** |  |  |
| 14 | **General responsibilities** | **1** | Responsible and accountable for motor transport service to the office and the staffs |
|   |   | 2 | Follow orders issued by the Motor Transport Officer  |
|   |   | 3 | Report to the Motor Transport Officer |
|   |   | 4 | Wherever required provide logistic support |
|   |   | 5 | Maintain and ensure good working condition of the vehicles. |
| 15 | **Specific responsibilities**  | **1** | Drive office vehicles for the transport of authorized personnel.  |
|   |   | 2 | Meet officials at the airport and facilitate immigration and customs formalities as and when required.  |
|   |   | 3 | Collect and deliver mails, documents, and other items. |
|   |   | 4 | Ensure that all vehicles comply with the Minimum Operating Security Standards (MOSS).  |
|   |   | 5 | Take care of the day-to-day maintenance of assigned vehicles, check oil, water, battery and brakes.  |
|   |   | 6 | Ensure that the assigned vehicle is kept neat and clean (interior and exterior) all the time.  |
|   |   | 7 | Log official trips, daily mileage, fuel consumption, oil changes and greasing.  |
|   |   | 8 | Follow all rules and regulations in relation to the Road Safety Transport Authority. |
|   |   | 9 | Perform other duties as assigned by the Supervisor/Transport Officer. |
| 16  | **Core Competencies** |
|  | **1. Communication Skills –**Ability to clearly and effectively interact with colleagues, clients, and stakeholders to ensure smooth coordination.**2. Patience – Ability to** address challenges or handle difficult situations**.****3. Empathy –** Demonstrate understanding towards others' needs, foster positive relationships.**4. Adaptability –** Be flexible and responsive to changing circumstances or demands.**5. Teamwork–** Collaborate effectively with others to achieve common goals and maintain a supportive environment |