



**INTEGRATED NATURAL RESOURCE MANAGEMENT (INRM)  
IN THE PRODUCTIVE, NATURAL AND FORESTED LANDSCAPE  
OF NORTHERN REGION OF CAMBODIA  
JOB DESCRIPTION**

**I. Position Information**

Job Title: **Project Driver**  
Reports to: **Administrative Officer**  
Contract Type: **Contract staff**  
Classified Level: **L-1B/2**  
Duration: **As soon as possible**

**II. Background**

The project objective is to promote integrated landscape management for the conservation and sustainable use of biodiversity, natural resources and ecosystem services in the northern part of Cambodia. The intent is to generate multiple landscape benefits including effective conservation of globally threatened species and high conservation forests, improve management of natural resources and ensure the maintenance of ecosystem services. It is aimed specifically at improving the management of protected areas and ensuring their financial sustainability, enhancing the productivity of production and agricultural lands and improving local livelihoods. Increasing demand for forest, agricultural and wildlife products, crop land and agriculture monocultures, and infrastructure and transportation development has accelerated in recent years thereby, rapidly changing the landscape with consequential threats to biodiversity and ecosystem services. The project is thus aimed at addressing these multiple threats by harmonizing socio-economic development, sustainable management of land, forests, natural resources and biodiversity conservation through an integrated management approach, with water as a catalyst, in Northern Landscapes of Cambodia. To achieve these, actions will be taken to – strengthen policies and institutional capacity at the national and sub-national levels to ensure the integration of biodiversity and ecosystem services in sector and sub-national socio-economic development planning.

This will be achieved through three inter-related components that are focused on addressing existing barriers, these are:

- Component 1: Systemic and institutional capacity for integrated landscape management.
- Component 2: Effective management of Protected Areas and surrounding riparian and multiple use production landscapes in Northern Cambodia.
- Component 3: Knowledge management, gender mainstreaming, learning and M&E

**III. Functions / Key Results Expected**

A **Driver** will work closely with the administrative officer, and will perform the following functions as in the duties and responsibilities below:

**Duties and Responsibilities**

- Ensure the availability of a first aid kit in the vehicle
- Check oil/water/tires/battery water levels etc. daily
- Ensure level of fuel for project vehicle is not below 1/3 from its active fuel tank
- Completely refill fuel tank at each refueling

- Complete Vehicle History Record at each re-fueling and repair and maintenance
- Complete the vehicle daily logbook after each trip
- Request money for fuel or coupons as needed
- Provide ensure safe transportation to INRM staffs, guests to all destinations
- Drive vehicle rigorously observing National Traffic Law
- Check condition of the vehicle regularly and report it to the supervisor
- Clean and maintain vehicle for the best condition
- Repair minor troubles of the vehicle
- Request fixation for grave problem from the supervisor immediately
- Pay attention to your health condition before and during driving
- Travel to province as required by the project
- Other duties assigned by line managers.

#### **IV. Recruitment Qualifications**

Education:	<ul style="list-style-type: none"> <li>• At least completion secondary education, vocational education with driving license from driving school</li> </ul>
Experience:	<ul style="list-style-type: none"> <li>• At least 5 years driving experience, a clean valid driving license</li> <li>• Experience in working with and collaborating within governments is an asset</li> </ul>
Competencies	<ul style="list-style-type: none"> <li>• Excellent up-to-date knowledge of local road traffic regulations</li> <li>• Good eyesight, hearing physical condition</li> <li>• Basic car maintenance skills</li> <li>• Good time management with less supervision</li> </ul>
Language Requirements:	<ul style="list-style-type: none"> <li>• Basic knowledge of English including writing and communication skills.</li> </ul>

*Interest individual should submit a cover letter, CV and support reference no later than 09 October 2020 (5:00 PM) to the Ministry of Environment: Morodok Techo Building ( Lot 503 ) Tonle Bassac, Chamkarmorn, Phnom Penh, Cambodia and / or email to: [sophorntin8@gmail.com](mailto:sophorntin8@gmail.com). Only short-listed candidates will be contacted for interview.*