

**Druk Holding and Investments Ltd.**  
Terms of Reference (ToR) for Driver, InnoTech Department

---

**Job Description**

The Driver is responsible for driving of the project office vehicle in a manner that is safe, reliable and efficient. The following are the specific responsibilities of the driver:

- Drive/operate the vehicle in a manner that is safe, reliable and efficient.
- Carry out the errands of the project office and corporate office.
- Observe and comply with all road safety regulations, health and safety regulations, RSTA Acts and RGoB rules and regulations.
- Carry out minor repairs and maintenance of the vehicle on a routine basis.
- Report to the immediate supervisor of any vehicle faults and necessary repairs.
- Maintain the log book, movement orders, etc. on a daily basis and renew all necessary documents on time.
- Keep the vehicle clean and tidy at all times.
- Carry out any other works assigned by the Project Office/Department/Corporate Office.

**Education & Experience Criteria**

He/she must/should have:

- Must have a minimum of Class VIII pass with driving certification from a recognized driving institute.
- At least 3 years of driving experience.
- Valid RSTA approved driving license for light vehicle.
- Knowledge and experience in operating and maintaining a light vehicle.
- Ability to follow both written and oral instructions.
- No alcohol, drug or criminal record.

**Person Specifications & Attributes**

Additionally, the following attributes are essential:

- Good personal hygiene and pleasant disposition
- Willingness to work a flexible schedule
- Consistent attention to travel and geographic details (location, time, weather etc.)
- High integrity

**Other requirements**

- DHI application form
- Curriculum Vitae (CV)
- Copies of (1) Academic Transcripts, (2) Security Clearance Certificate (online), (3) Medical Fitness Certificate, and (4) Citizenship Identity Card

**Employment Type**

- Regular

**Salary & Others Benefits**

- Salary and benefits shall be fixed in line with the provisions specified in the DHI Service Rules.