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**GIC-Bhutan Reinsurance Co. Ltd.**

*Reinsurance with Professionalism, Trust & Reliability*

**ISO/IEC 27001:2022 certified**

**1. TOR for Driver (CEO's Driver):**

1. Drive office vehicles for the transport of authorized personnel.
2. Take care of the day to day maintenance of assigned vehicles, check oil, water, battery and brakes
3. Ensure that the assigned vehicle is kept neat and clean (interior and exterior), presentable all the time.
4. Log official trips, daily mileage, fuel consumption, oil changes and greasing.
5. Follow all rules and regulations in relation to the Road Safety Transport Authority.
6. Perform other duties as assigned by the supervisor.
7. Picking up office packages and other administrative needs.
8. Interacting with guest in professional conduct.
9. Ensuring that vehicles have sufficient gas and are always read for use.
10. Arranging for vehicles repairs and when necessary.
11. Drive defensively to ensure safety.
12. Ensure timely conveyance of staff and materials to and from places as instructed by the supervisor/manager/ concern officials.
13. Report any case of accident, injury or damage of vehicle to the supervisor.
14. Keep all records, including receipts for vehicle maintenance.
15. Submit monthly maintenance and fuel consumption and other related report to the HOD.

**Remuneration:**

- a. Basic Pay: Nu 12,100/-
- b. Fixed communication allowance: Nu 350/-
- c. Conveyance allowance: Nu 1500/-
- d. HRA: 10% of Basic
- e. Corporate allowance: 40% of Basic
- f. Other entitlements as per GBRL's ISR.