

## **JOB ADVERT – Driver**

<b>Organization:</b>	Right To Play Pakistan
<b>Department/Division:</b>	Logistics
<b>Reports to:</b>	Logistics Officer
<b>Work Location:</b>	Islamabad, Pakistan
<b>Work Arrangement:</b>	Full-time – Onsite Job
<b>Authorized to work in:</b>	Pakistan (Eligible to work legally without work visa sponsorship)
<b>Target Start Date:</b>	As soon as possible
<b>Contract Duration:</b>	Full-time, 1-year contract with possibility of renewal based on performance and availability of funding.
<b>Application Closing Date:</b>	March 31, 2026 23:59 PKT

## **ABOUT US:**

We reach millions of children each year in some of the most difficult places on earth, helping them to stay in school and learn, overcome prejudice, heal from trauma, and develop the skills they need to thrive. We do this by harnessing play, one of the most fundamental forces in a child's life, to teach children the critical skills they need to dismantle barriers and embrace opportunities, in learning and in life.

Established in 2000, Right To Play reaches children through experiential programming in 14 countries in Africa, Asia, the Middle East, and North America. These programs are supported by our global offices in Toronto, Canada; London, UK and seven national offices across Europe and North America.

## **OUR CULTURE:**

- **Accept Everyone** – *Be intentional about inclusion*
- **Make Things Happen** – *Seek opportunities to lead and innovate*
- **Display Courage** – *Act with integrity*
- **Demonstrate Care** – *Look after yourself and one another*
- **Be Playful** – *Have fun at work*

Please visit [our website](#) to learn more about who we are and what we do, and [watch this video](#) to find out about the five pillars of our Culture Code.

## **ROLE SUMMARY:**

The Driver reports directly to the Logistics Officer. The main responsibility of the Driver is to provide safe transport services of passengers as required, ensuring that all passengers adhere to safety regulations at all times. The incumbent works closely with the Country Safety and Security Focal Person (CSSFP) and receives technical advice and direction from him/her.



## WHAT YOU'LL DO:

### #1: Driving and vehicle maintenance (95% of Time):

- Provides driving services to staff and other passengers between locations as scheduled by supervisor.
- Interacts with staff/visitors/customers in a professional manner; ensures all policies and procedures are strictly adhered to, ensuring customer satisfaction. Reports customer challenges to supervisor, if necessary.
- Conducts daily checks of the assigned vehicle for proper levels of fuel, motor oil, tire pressure, brakes and water level.
- Perform minor maintenance when necessary.
- Presents vehicle in a clean and tidy manner by ensuring that the vehicle is properly maintained and clean at all times by washing both the inside and outside parts of the vehicle.
- Maintains mileage logbook and schedules regular maintenance service with approval from supervisor.
- Maintains all vehicle documents including vehicle registration, insurance, road tax, parking fees, road licenses and others; keeps updated at all times.
- Stocks essential vehicle supplies such as first aid kit and necessary spare parts ready at all times.
- Undertakes errands to and/or from vendors, suppliers and banks as requested by supervisor.
- Reports incidents and necessary repairs to supervisor and authorities according to existing operating procedure.
- Consults with the CSSFP all safety and security matters.
- Accepts the responsibility to be aware of situations that may affect the safety of staff; Updates the CD and the CSSFP on observed safety & security changes.
- Guarantees that products and staff are protected and secured at all times.
- Reports and advises on any risks and/or incidents that may affect RTP in the respective country relating to travel, safety and security.
- Monitors security situations in the road and ensures that safety and security procedures are implemented while moving in the field.
- Ensure that all immediate steps/actions required by safety and security rules and regulations are taken in case of involvement in accidents.

### #2 Performs other duties as assigned. (5% of Time):

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## WHAT YOU'LL BRING (ESSENTIAL):

### Expertise (Certifications/Education, Professional Experience):

- High school certificate or vocational school diploma
- A valid driver's license
- Fluency in local language. Ability to read, write and speak English.
- 3 years' experience as a driver (carrying passengers) with a recognized organization
- Previous experience working in an international organization
- First Aid training



- Driver safety training required for the respective country
- Advanced auto repair skills
- Advanced knowledge of security procedures in the country

### Competencies/Personal Attributes:

- Ability to follow a pre-set schedule and create a plan to reach the required destination on time
- Good interpersonal and organizational skills
- Ability to work well with people from varied backgrounds and cultures at all levels in organization
- Ability to work as part of a team and is flexible and adaptable
- Ability to work under pressure
- Understands and performs safe driving techniques
- Skilled in minor car repair
- Able to drive for long periods of time
- Understands highway code and road rules of the country
- Good oral communication skills
- Physically able to lift and carry object up from 30 to 50 pounds
- Physically able to reach, stretch, bend, and sit for long periods of time during daily routine

### WHAT YOU'LL GET:

The opportunity to collaborate with an innovative global team who are passionate about working with children and youth. You will gain experience working for a globally recognized organization with a healthy culture premised on our Culture Code (**accept everyone, make things happen, display courage, demonstrate care and be playful**). You will be immersed in an environment where learning and development is encouraged and valued, and “play” is appreciated as a core avenue to building community.

- Competitive salary and benefits (e.g. health and life insurance, Employee Old Age Benefit Incentive)
- Flexible work arrangements (e.g. flex hours)
- 20 paid vacation days per year
- 3 personal days per year
- 5 personal learning and development (L&D) days per year
- Maternity/paternity/parental leave top up and support
- Annual learning week
- Annual staff recognition awards
- Opportunity to connect with employees across our offices (e.g. Facebook Workplace)
- Opportunity to engage in global projects and initiatives
- Wellness programs
- Playful activities and events





## HOW TO APPLY:

If you are interested in applying for this position, please apply with your resume and cover letter in English via the application link.

**Application Link:** <https://righttoplay.hiringplatform.ca/232573-driver-islamabad/1053652-application-form/en>

While we thank all applicants for their interest, only those selected for interviews will be contacted.

Right To Play provides equal employment opportunities to employees regardless of their gender, race, religion, age, disability, sexual orientation or marital status. As such, we encourage groups who have been historically disadvantaged with respect to employment to apply for positions at Right To Play. We offer a family-friendly environment that allows for flexible work arrangements in order to support staff diversity and ensure a healthy work-life balance.

We are a child-centered organization. Our recruitment and selection procedures reflect our commitment to the safety and protection of children in our programs. **The successful candidate will be required to provide a satisfactory Vulnerable Sector Screening or equivalent criminal check as a condition of employment.**

We value and promote a culture of diversity, equity, inclusion, and belonging. Should you require any accessibility related accommodations or specific adjustments to ensure fair and equitable access throughout the recruitment and selection process, and thereafter, please reach out to the People & Culture team by email at [careers@righttoplay.com](mailto:careers@righttoplay.com). All information provided will be treated as confidential and used only to provide an accessible candidate experience.

To learn more about who we are and what we do, please visit our website at [www.righttoplay.com](http://www.righttoplay.com).



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