

# We are Hiring now!



## Driver

Our model for success is a better life for everyone and purposeful tasks for our employees. For more than 50 years, the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ), as a company of the German Federal Government, has been supporting the implementation of development policy goals worldwide. In Lao PDR, GIZ is currently implementing a large number of projects focusing on rural development, conservation of nature and natural resources as well as sustainable economic development. If you want to make a difference in the world and develop yourself in the process, you've come to the right place.

The Climate Protection through Avoid Deforestation and Implementation of the Governance, Forest Landscape and Livelihoods (CliPAD/I-GFLL) Project, a part of the Lao-German Cooperation and commissioned by German Federal Ministry for Economic Cooperation and Development and financially supported by the Green Climate Fund (GCF), is currently seeking **one (1) qualified Laotian candidate** for the position of **Driver**, based in **Vientiane Capital** starting as soon as possible until 31.12.2026.

### MAIN TASK AND RESPONSIBILITIES:

- Drive staff/partners/guests/consultants in programme/agency vehicles.
- Deal with bank issues, delivery of correspondence and documents to the premises of programme partners and other organisations.
- Ensure the orderly operation and cleanliness of programme/agency vehicles.
- Keep the programme's logbook.
- Prepare the mileage charges for private and/or other programmes.
- Manage the maintenance of programme vehicles.
- Support the preparation, transfer, assembly and dismantling of materials and equipment for different programme workshops and/or meetings.
- Purchase small items using petty cash and provide support in obtaining bids for procurements.

### GENERAL QUALIFICATIONS:

- Recognized secondary school leaving qualification.
- At least 3 years of working experience as a driver with references.
- Defensive driving skills.
- Exceptional experiences with driving on mountainous and dirt roads.
- Valid driving license.
- Basic knowledge of general mechanics.
- Basic knowledge of MS Office and skilled internet user.
- Basic English language skills are an advantage.

### EMPLOYEE BENEFIT

- Attractive and competitive salary with long-term employment and career development.
- Additional allowances: Pi Mai bonus, performance-related bonus, communication allowance, lodging allowance, relocation allowance, travel allowance (for remote posting); Social benefits: health and accident insurance, NSSF, eyeglasses, annual dental and medical check-up.
- 20 days of annual leave entitlement plus Lao public holiday including compensation days (15 days).

### HOW TO APPLY


Interested qualified candidates are invited to download the [GIZ Application Form](#) and send the completed form including the cover letter and CV together with relevant certificates and references by email to [job-gizlaos@giz.de](mailto:job-gizlaos@giz.de), HR Division of GIZ Office Vientiane, by stating the **exact job title in the subject by 16:30 pm on 16<sup>th</sup> February 2025**.

Please read [Our Data Privacy Notice](#), which provides further information on the data we store, and about your rights, before you continue with your application.

**Gender equality is one of the key values of GIZ and of the work we do.**

**Applications from women, persons from diverse culture background, and with disabilities are most welcome.**

 <https://www.facebook.com/GIZLaos>

 [www.giz.de/en/worldwide/371](http://www.giz.de/en/worldwide/371)