

Position Description

Driver and Admin Assistant



Position Title	Driver and Admin Assistant
Program	Australia Cambodia Partnership for Climate Resilience (ACP4Climate)
Supervisor	IT and Administrative Officer
Location	Phnom Penh

Tetra Tech International Development

Tetra Tech has a 40-year history in successfully delivering international development projects on behalf of donors right around the world. Our people work side by side with local partners to support stability, economic growth and good governance, positively changing people's lives.

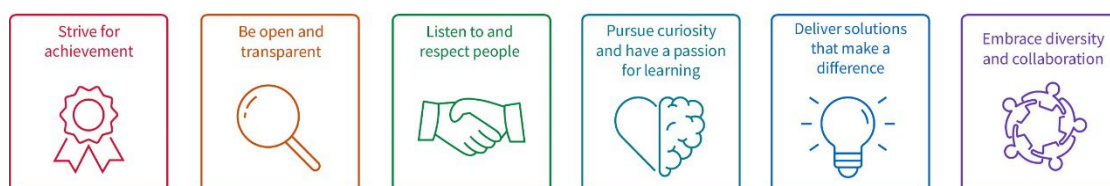
Tetra Tech International Development is part of global consulting firm Tetra Tech. The International Development team implements and manages projects designed to strengthen social and economic infrastructure and improve the lives of people in the Asia Pacific region.

Every Tetra Tech relationship is built on trust. Trust that is hard-earned through our proven expertise, our depth of global experience and our commitment to stay one step ahead. We create value throughout the project lifecycle and deliver vital international and local development projects for our clients. Our united group of specialists take enormous pride in collaborating with our project partners. By digging deeper. Thinking smarter. And seeing further. All so we can deliver the smartest solutions, every time.

We welcome applicants of all genders, disabilities, ages, ethnicities, and language group.

Our Values

We are a values-based organisation, and our values reflect who we are and what we stand for, and strengthen our engagement with colleagues, partners and clients through our shared values and behaviours.



Overview of Program

The Australia Cambodia Partnership for Climate Resilience (ACP4Climate) is the flagship climate investment of the Australian Government in Cambodia. Supported by the Australian Department of Foreign Affairs and Trade (DFAT), ACP4Climate helps Cambodia adapt to and reduce vulnerability to climate change through improved integrated water resource management and strengthened community-based resilience.

Tetra Tech International Development implements ACP4Climate in partnership with the Royal Government of Cambodia, private sector, and civil society partners to strengthen national and subnational water planning, guide climate-resilient water investments, and scale inclusive and innovative solutions for climate-resilient water

management. ACP4Climate works closely with women, persons with disabilities, Indigenous Peoples, and marginalised groups to ensure that they shape and benefit from improved water governance.

Purpose and Objectives

ACP4Climate Driver is responsible for providing safe, reliable, and efficient transportation services in accordance with Tetra Tech International Development policies and procedures, traffic regulations, and road safety standards. The role requires frequent travel to ACP4Climate target provinces and other locations to support program activities. Drivers must always demonstrate safe driving practices, ensure the use of seat belts by all passengers, and prioritize the safety and security of staff, visitors, and project assets.

The driver is responsible for ensuring that project vehicles are well maintained, safe, roadworthy, and ready for operational use at all times. This includes conducting routine vehicle inspections, arranging servicing and repairs, maintaining vehicle logbooks, and ensuring compliance with relevant traffic regulations and organizational policies.

The ACP4Climate drivers provide day-to-day support in administration works including Collecting and facilitating the submission of documents from stakeholders, suppliers, and service providers. Assisting with meeting and event logistics, including arranging meeting rooms and seating. Helping in setting up and operating meeting equipment, including LCD projectors and related audio-visual equipment. Arranging refreshments and providing support for in-house meetings, workshops, and events. Supporting other office administration and logistics tasks as assigned by supervisor.

Key Responsibilities

The Driver and Admin Assistant responsibilities include:

Driver

- Drive vehicle for Program staff, donors or partners to go to work in the project target provinces, districts communities, and designated areas.
- Ensure the provision of reliable and safe driving services by driving office vehicles for the transportation of Project staff and visitors.
- Ensure the proper day to day maintenance of the assigned vehicles through timely minor repairs, arrangement for major repairs, timely changes of oil, check of the quality of tires, brakes and water levels, regular car washing, etc so that the vehicle is kept clean and in good running condition at all times.
- Well manage the logbook for tracking distances and reporting to direct report.
- Drive with respect of traffic laws and respect the allowed speed directed by project management team.
- Properly use the safety car belt and induct all staff to use it to ensure safety along the way.
- Inform the managers of any irregular occurrence to the project vehicles and suggest the necessary steps.

Admin Assistant

- Receive, record, and distribute incoming mail, courier packages, and deliveries.
 - Assist with filing, photocopying, scanning, and printing documents.
 - Deliver and collect official documents, letters, and parcels from government offices, partners, vendors, and other stakeholders.
 - Support the procurement process by collecting quotations, purchasing office supplies, and delivering goods as requested.
 - Maintain records of vehicle-related documents, fuel consumption, maintenance schedules, and insurance renewals.
 - Assist in the distribution of project materials and equipment to field offices and communities.
 - Keep records of incoming and outgoing correspondence and ensure timely delivery of documents.
 - Serve as a liaison with service providers, garages, government offices, and suppliers when requested.
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Key Responsibilities

- Perform other administrative and operational duties as assigned by the supervisor.

Selection Criteria

Qualifications

- Cambodian national with at least High school diploma or equivalent.

Experience

- Must have a valid Cambodia driving license.
- Minimum of three years professional driving experience with safe driving record.
- Skill in minor vehicle repair
- Knowledge of driving rules and regulations, and the local roads and conditions.
- Trust worthies and transparency
- Basic communication English skill is in advantage.
- Occasionally requires working long hours and weekends as needed.
- Flexible with working hours as needed

Knowledge, Skills and Attributes

- Knowledge of Cambodia driving law requirements (experience with driving for INGO and or other international institution desirable).
- Good knowledge of Cambodian traffic laws, road safety regulations, and safe driving practices.
- Basic vehicle maintenance and troubleshooting skills, including routine checks of tires, oil, brakes, battery, and other vehicle systems.
- Understanding of workplace health, safety, and security requirements.
- Awareness of administrative and logistical support processes within an office environment.
- Familiarity with provinces, roads, and travel routes across Cambodia, particularly ACP4Climate target provinces, is desirable.

Code of Conduct

In accordance with Tetra Tech's Code of Conduct and Client Service Standards, all staff are expected to display professional behaviour, communicate respectfully, and perform their duties responsibly.

Child Protection

Tetra Tech is committed to protecting the rights of children. We reserve the right to conduct police checks and other screening procedures to ensure a child-safe environment.

Gender Equality, Disability and Social Inclusion

Tetra Tech International Development does not discriminate on the basis of ethnicity, race, colour, religion, disability, sex, sexual orientation, gender identity or expression, national origin, veteran status, marital status, or any other identity. We strongly encourage applications from minoritized groups and promise to ensure our application process is accessible and inclusive.

Preventing Sexual Exploitation, Abuse and Harassment

Tetra Tech International Development is committed to respectful workplaces and does not tolerate sexual exploitation, abuse or harassment of any kind.

A position description is not intended to limit the scope of a position but to highlight the key aspects of the position. The requirements of the position may be altered in order to meet the changing operational needs of Tetra Tech International Development.