

Terms of Reference
Motor Vehicle Operator, Eastern Region

Position Title	Motor Vehicle Operator (MVO)
Grade	O5
Location	Samdrup Jongkhar, Eastern Region
Pay & Allowances	<ol style="list-style-type: none"> 1. Basic Pay: Nu.10,655.00 2. 20% House Rent Allowance (HRA) on basic pay 3. Fixed Allowance: Nu.7675.00 4. LTC: Nu. 890.00 5. Other benefits: PBVA & other entitlements as per FCBL Service Rules
Type of Employment	Regular after a six-month probation period
Qualification & Experience	Class 10 graduate with relevant experience.
Background	The Motor Vehicle Operator will ensure the safe, timely, and efficient transportation of essential food commodities, including the school feeding supplies and Gyalsung supplies across the country, supporting the operational continuity of supply chain activities.
Knowledge, Skills & Abilities	<ol style="list-style-type: none"> 1. Experience in operating medium to heavy vehicles. 2. Knowledge of vehicle maintenance and basic troubleshooting. 3. Punctual, reliable, and able to work under minimal supervision. 4. Good knowledge of road routes and geography within assigned regions. 5. Physically fit to handle loading/unloading of goods when necessary.

<p>Duties, Responsibilities & Accountabilities</p>	<ol style="list-style-type: none"> 1. Operate company vehicles for the transportation of supplies to regional depots and warehouses in a safe and timely manner. 2. Ensure all transported goods, including school feeding supplies and Gyalsung stocks, are handled properly to prevent damage or loss. 3. Maintain accurate records of vehicle trips, fuel consumption, and delivery reports. 4. Perform routine maintenance checks on assigned vehicles, including oil, brakes, tires, and other essential parts, and report any malfunctions or damages promptly. 5. Comply with all traffic rules, road safety regulations, and company transport policies. 6. Assist in loading and unloading goods when necessary, ensuring safety protocols are followed. 7. Report any incidents, accidents, or delays during transportation immediately to the supervisor. 8. Coordinate with warehouse staff and regional depot managers regarding delivery schedules and special handling requirements.
<p>Document Requirements</p>	<ol style="list-style-type: none"> 1) Duly Filled FCBL Employment Application Form (download from website: www.fcbl.bt) 2) Curriculum Vitae/Resume 3) Copies of Academic transcripts 4) Copy of valid Citizenship Identity card 5) Copy of Audit clearance certificate. 6) Copy of Valid Security Clearance Certificate 7) Original Medical fitness certificate 8) No Objection Certificate, if employed