

Job Description Driver

Background of The Hans Foundation

The Hans Foundation, established in 2009, is a non- for -profit, Public Charitable Trust that that works for the improvement of quality of life for underprivileged communities across India through Health, Education, Livelihood and Disability sector interventions. THF undertakes direct implementation of projects on the ground in addition to providing funding support to not-for-profit organisations in India through its donor – RIST, USA. THF's Strategic planning focuses on key areas of its work with the aim of addressing the key issues of poverty alleviation, economic inequalities, and 360° impact on the quality of life through social development programs. THF's programs are majorly implemented in the most rural and under-developed areas in the country. Over the years, THF has expanded its charitable activities in collaboration with State and Central Governments, institutions, corporates, academia and non-government organizations for sustainable interventions to achieve scale and economy. The interventions implemented by the foundation range from grass root level to national level programs.

Background of the Project: Mobile Community Outreach Rehabilitation for Persons with Disabilities

In collaboration with the National Institute for the Empowerment of Persons with Intellectual Disabilities, Department of Persons with Disabilities, Ministry of Social Justice and Empowerment.

The early the better” believing in this approach, The Hans Foundation has been supporting a number of projects to facilitate the early years of development. It provides supportive services to children and adult with disabilities who more often lack access to the comprehensive and intensified services in those magical years of development and also needed across the lifespan. This approach dramatically improves individual's chances to reach their full potential and functioning, have better quality of life and take up their right place in the society as adults. The Hans Foundation is creating more such facilities and services in the country to reach the last mile of targeted community while aiming to achieve the goal “*Persons with disabilities are socially included and living a valued & productive life*”.

This project would be operated through mobile-bus/van for early intervention, healthcare and rehabilitation, multidisciplinary interventions which is part of our broader effort to improve the lives of all children and adults with disabilities and to support reforms in the social system. The project will facilitate PWDs in accessing the disability certificate, Govt schemes, assistive aids and appliances and others benefits provided by the government.

1. General Information

Location: Noida (project location)

Type of Employment: Contractual for a period of 1 year, renewable basis project requirements

No. of Position: 02

2. Duties & Responsibilities

- Driving the vehicle as per route plan
- Repair and maintenance of maintenance of vehicle
- Regular upkeep of vehicle.
- Cleaning and dusting of vehicle.
- Record maintenance of log sheet and fuel record.
- Servicing of vehicle
- Crowd management & Maintenance of Orderliness
- Assisting the professionals for smooth functioning of mobile van and services
- Any other activities given time to time.
- Record keeping of cases

3. Other Indicative Requirements:

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| Educational Qualifications | <ul style="list-style-type: none">• Senior Secondary |
| Functional / Technical Skills and Relevant Experience & Other requirements (Behavioural, Language, Certifications etc.) | <ul style="list-style-type: none">• Minimum 7 to 10 years of driving experience.• Heavy Vehicle licence |
| Working days and Timings | <ul style="list-style-type: none">• Monday – Saturday (2nd and 4th Saturdays off)• Timings – 09:00am to 05:00 pm, 8 hours of duty |
| Holidays | As per THF Holiday List |
| Salary | INR 25,000 per month. (Inclusive of all taxes) |

4. **Reporting:** Functionally to Manager/Senior Manager at THF and Administratively to Project Lead at NIEPID

Apply:

<https://docs.google.com/forms/d/1ZXaOyWHfYpm8KpOMTmP9VcCkoyVX9Fc0w3XsKcpJIYA/edit>

or

Please share your resume on hwc@thfmail.com with subject as **Application for Driver**

THF is an equal opportunity employer that encourages women, people with disabilities and those from economically and socially excluded communities with the requisite skills and qualifications to apply for positions. We do not discriminate in employment on the basis of caste, creed, religion, sex, sexual orientation, marital status, disability, or any other such matter.