
Position Title:	Driver/Office Assistant
Salary:	Competitive local salary commensurate with the preferred candidate's experience will be negotiated. Package will include private medical insurance for the employee and eligible dependents, life insurance, De Minimis Benefits, and others.
Position Location:	Makati City, Metro Manila, Philippines
Position Type:	Locally engaged, project-based employee up to June 2022
Estimated Start Date:	17 June 2019
Application Closing Date:	24 May 2019

Overview

Thank you for your interest in the position.

This document includes information on the following:

- Summary of the Investing in Women;
- Introduction to Abt Associates;
- Application process;
- Terms of Reference; and
- Key Selection Criteria.

Please read this document carefully as applications that vary from the specified requirements may not be accepted.

Investing in Women

Investing in Women is an initiative of the Australian Government that catalyses inclusive economic growth by contributing towards women's economic empowerment in South East Asia.

Established in 2016, Investing in Women uses innovative approaches to improve women's economic participation as employees and as entrepreneurs and to influence the enabling

environment to promote women's economic empowerment in the Philippines, Indonesia, Vietnam, and Myanmar. Investing in Women focuses on the following pathways:

- Workplace Gender Equality - We partner with influential businesses and coalitions to drive gender equality by shifting workplace culture and practices and support business to address policy barriers to advancing WGE.
- Impact Investment for Women's SMEs – We establish blended finance instruments with leading impact investors to move capital with a gender lens for women-owned and women-led Small and Medium Enterprises (SMEs) and we develop partnerships with industry networks and strategic intermediaries to normalise gender lens investing principles across the growing impact investing field.
- Influencing Gender Norms – We work with advocacy partners to shift harmful attitudes and practices that entrench discrimination against women in the world of work.

Further information can be found in the website: www.investinginwomen.asia

Abt Associates – Who We Are

Investing in Women is implemented by Abt Associates - a mission-driven, global leader in research, evaluation and implementing programs in the fields of health, social and environmental policy, and international development. Known for its rigorous approach to solving complex challenges, Abt Associates is regularly ranked as one of the top 20 global research firms and was named one of the 40 international development innovators. The company has offices in the U.S., Australia and the U.K., and program offices in more than 50 countries. Abt Associates head corporate office is in Brisbane Australia with a program office in Canberra, Australia. Abt's representative country office and Investing in Women Operations Hub is based in Makati City, Philippines.

Abt Associates has a strong commitment to gender equity, diversity, and inclusion and encourages applications from experienced and capable women, people with a disability, and people from highly diverse backgrounds. Abt Associates has a personal commitment to its staff and as such we value the long-term relationships that we build with the people who work with us.

Abt Associates is a child safe organisation and promotes the safety, wellbeing and inclusion of all children.

For more information about our company and what we do visit our website at www.abtassociates.com

Our Values

Mission-Driven.

We are united by our mission to improve the lives of people worldwide.

Global.

We are a global community, bringing diverse knowledge, expertise, and perspectives to the many challenges faced by today's world.

Committed to Excellence.

We strive to meet and exceed the highest professional standards.

Collaborative.

We know that working collaboratively produces excellence.

Accountable.

We take responsibility for what we do and how we do it.

Balanced.

We sustain the energy and commitment we bring to our roles by promoting a healthy balance between our personal and professional lives.

Preparing Your Application

Please read the following information carefully as incomplete applications may not be accepted.

To submit an application:

1. Prepare an application cover sheet or letter referencing the position you are applying for and your contact details;
2. Attach a copy of your resume or CV to the coversheet;
3. Prepare a statement addressing the key selection criteria (maximum three (3) pages).

This document should clearly describe how your skills, experience and qualifications will enable you to meet the requirements of the position; and

4. Provide details of at least three (3) professional referees (preferably your current supervisor and two (2) previous supervisors).

You will need to submit a separate application (including Application Cover Sheet and responses to the Key Selection Criteria) for each position that you apply for.

Lodging Your Application

1. Visit the Abt Associates website (www.abtassociates.com.au) and navigate to the 'Careers' section
2. Locate the position you are applying for and select 'Job Details', and
3. Click on the 'Apply Online' button and follow the prompts.

Should you experience any difficulties with the submission process, or have any questions about this role, please contact:

Contact Name: Fleur Jackson, Talent Acquisition Administrator

Email: fleur.jackson@abtassoc.com.au

Other Points to Consider:

If you are successful in being short-listed or are selected for this position you may be required to meet fit for work requirements, successfully complete a police check, pass global sanctions and social media checks, validate your relevant professional qualifications and registrations, and pass any other tests or checks deemed necessary.

Only shortlisted applicants will be contacted.

Terms of Reference

Position Title:	Driver/Office Assistant
Reporting To:	HR and Office Services Manager
Values of Abt Associates:	<p>The incumbent must demonstrate a high level of commitment to following values of Abt Associates:</p> <p>Mission-Driven We are united by our mission to improve the lives of people worldwide.</p> <p>Global We are a global community, bringing diverse knowledge, expertise, and perspectives to the many challenges faced by today’s world.</p> <p>Committed to Excellence We strive to meet and exceed the highest professional standards.</p> <p>Collaborative We know that working collaboratively produces excellence.</p> <p>Accountable We take responsibility for what we do and how we do it.</p> <p>Balanced We sustain the energy and commitment we bring to our roles by promoting a healthy balance between our personal and professional lives.</p>
Activity Overview:	The Operations Unit provides logistical support to IW staff and program operation. Program activities include organisation and conduct of meetings, conferences and other similar activities, for which the services of a driver/office assistant may be required to ensure the smooth completion of program activities.
Duty Statement:	The Driver/Office Assistant will provide logistical support to the IW program. He or she will safely transport passengers and/or IW

	<p>properties between CBM and its places of business; deliver and pick-up documents; and perform other errands. The job holder will assist office administration and be responsible for procurement of office supplies, processing business permits, and liaising with service providers and government offices upon line manager's request.</p>
<p>Specific Duties:</p>	<p>Safe driving and vehicle maintenance:</p> <ol style="list-style-type: none"> a. Ensure road-worthiness of vehicles at all times by regularly inspecting the physical and mechanical condition, including tires, brakes, battery, fuel, oil and other fluids. b. Facilitate vehicle preventive maintenance when schedule falls due; submit recommendations on necessary repairs. c. Clean the vehicle regularly; or send the vehicle for cleaning. d. Ensure the presence of the emergency fire extinguisher and first-aid kit inside office vehicle at all time; monitor expiry dates of consumables and ensure timely replenishment. e. Drive defensively, and strictly follow driving and traffic regulations, ensuring safety and security of self and passengers. f. Always use seat belt and ensure/require passengers to do the same. g. Be physically and mentally alert; be aware of the safety and security situation at destinations, bringing any potential risks to passenger's or line manager's attention. h. Observe proper conduct when driving and at places of travels; avoid actions that may attract unnecessary attention and pose safety risks to self and passengers. i. Report any accident in a timely manner; help coordinate with concerned parties about submission/completion of necessary documents to process insurance claims. j. Timely record the vehicle's mileage. <p>Support to office and program management:</p> <ol style="list-style-type: none"> a. Regularly clean the pantry, offices, and meeting rooms; dispose of garbage as per building administrator's guidelines. b. Post or collect mails, and attend to other messengerial requirements, including but not limited to, delivery/pickup of documents to/from banks, government agencies, and service providers. c. Prompt and assist with the timely renewal of insurance and vehicle registration. d. Receive deliveries of documents or goods; attend to reception of office visitors. e. Help with meeting room arrangements; provide support to events manager or program staff in packing and transporting events materials as may be requested.

	<p>f. Attend to procurement of office supplies, including canvass of prices.</p> <p>g. Attend to any odd jobs (maintenance and repairs) in the office, as may be requested.</p> <p>h. Observe strict confidentiality when overhearing sensitive and other information from passengers.</p> <p>i. Perform other related tasks as necessary.</p>
Core Competencies:	<ul style="list-style-type: none"> • Delivers results • Builds internal and external customer satisfaction and loyalty • Develops people • Communicates • Sets vision and direction • Demonstrates sound financial and business-related practices • Builds teams and cooperation • Promotes technical excellence and quality • Promotes diversity • Acts as a role model.
Key Requirements:	<ul style="list-style-type: none"> • Preferably with training in Safety and Security. • Work experience with an international development organisation an advantage. • See Key Selection Criteria below for other requirements.

Key Selection Criteria

For your application to be considered by the panel, interested applicants must submit a response to each of the following Key Selection Criteria:

- KSC 1.** A licensed driver with at least 10 years’ relevant experience, at least 3 of which as a company driver
- KSC 2.** High school graduate with good working knowledge of the English language
- KSC 3.** Basic knowledge of computer operation (MS Word, MS Excel, email, internet)
- KSC 4.** Significant experience in supporting office operations (e.g., office cleaning, running errands, liaising with service providers, purchase of office supplies)
- KSC 5.** Experience in processing business permits, office and vehicle registrations, permit and insurance renewals, etc.

If no response to the above Key Selection Criteria is made, applications will not be considered further.