

POSITION DESCRIPTION

Position Title:	Driver		
Division/Unit:	Global and Tropical Health Division		
Report to (Role):	Logistic and Administration Assistant		
Classification Level:	Category C2B1		
Status (FTE):	1.0FTE	Location:	Dili, Timor-Leste
Number of positions supervised:	Directly: 0		
	Indirectly: 0		
Special Provisions:	<ul style="list-style-type: none"> Vaccinated against COVID-19 and ability to provide suitable evidence to Human Resources. Willingness to travel to municipalities Ability to obtain a clear Police Check. 		

ABOUT MENZIES:

As one of Australia's leading medical research institutes dedicated to improving the health and wellbeing of Aboriginal and Torres Strait Islander Peoples, and a leader in global and tropical research into life-threatening illnesses, Menzies School of Health Research continues to translate its research into effective partnerships and programs in communities across Australia and the Asia-Pacific region.

SUMMARY OF THE POSITION:

This position is a critical part of the Menzies TL team being primarily responsible for the safe transportation of staff and visitors, as well as maintenance and record keeping for vehicles. This position is based in Dili, with frequent travel required to other municipalities.

PRIMARY RESPONSIBILITIES:

The following key responsibilities are not exhaustive and may include others as directed by the Logistic and Administration Assistant at Menzies School of Health Research Timor-Leste Office.

- Responsibilities:
 - Provide safe transportation for all passengers in the vehicle (Menzies TL staff, partners, project beneficiaries, visitors) in accordance with the Menzies TL Vehicle Policy, Safety & Security requirements and the laws of Timor-Leste.
 - Transport any goods as required and provide assistance with loading and unloading of the car.
 - Follow all driving rules, regulations and procedures as per the Menzies TL Vehicle Policy
 - Maintain vehicle log sheet record appropriately according to Menzies TL Vehicle Policy
 - Carry out daily maintenance checks of the vehicle (fuel, water, oil, tire pressure, etc.) and report any needs for repairs to the Logistics and Administration Assistant.
 - Ensure vehicle is clean and safe, with safety tools and first aid kit, and adequate fuel at all times.
 - Make sure all vehicle documents are updated and available in the vehicle.
 - Advise the Logistics and Administration Assistant when the vehicle is due for scheduled maintenance.
 - Report immediately to Logistics and Administration Assistant, of any accident occurred while driving the vehicle.
 - Communicate effectively with Menzies TL staff and any passengers.

VISIT US

Rua de Be-Mori No.83
Bidau Lecidere, Nain Feto
Dili, Timor-Leste

CONTACT

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- Do not use a Menzies vehicle for any unauthorized travel, and seek approval from the Logistics and Administration Assistant for any change in travel plan
- Any other tasks as reasonably required by the Logistics and Administration Officer.


SELECTION CRITERIA:

1	Qualifications:	<ul style="list-style-type: none"> • Minimum Senior Secondary (Years 10-12) and/or minimum 1-2 years relevant work experience, preferably with a certificate in auto mechanics
2	Essential Criteria:	<ul style="list-style-type: none"> • Minimum 1-year driving experience, preferably with an International Non-Government Organisation (INGO) or private company. • Valid Timor-Leste Driver's license, preferably with four-wheel drive experience. • Knowledge of basic vehicle repairs and maintenance. • Good communication skills in Tetum and basic knowledge of English is an advantage • Demonstrated ability to take direction and to work as part of a team. • Good interpersonal skills including open-mindedness, willingness to learn, team spirit and good attitude. • Demonstrated flexible approach and ability to work under pressure and to organize and manage workload to meet deadlines.
3	Desirable Criteria:	<ul style="list-style-type: none"> • Ability to work within clearly defined routines and plans; repetitive manual duties, with minimal supervision. • Demonstrated honesty, reliable and trustworthy.

COVID-19 Safety Requirements:

1. Menzies encourages all staff to be fully vaccinated in accordance with the latest guidance and recommendations for COVID-19 vaccination as issued by the Australian Technical Advisory Group on Immunisation (ATAGI).
2. Menzies requires all staff to implement, as directed, risk control strategies that provide them with protection from COVID-19 in the workplace such as good hygiene practices, mask wearing, physical distancing and any other reasonable direction.

Country Manager

Name:	Antonio Goncalves		
Signature:		Date:	11/06/2025