



VA No	<b>001 – Professional Service Department</b>
Contract Type	Rental Vehicle Contract
Organization	First Micro Finance Bank Afghanistan (FMFB)
Location	Kabul - Afghanistan
Department	Head Office
Reports to	Logistics Manager
Duration:	3 Months (with three months probationary) Possibility of Extension
Announcing Date:	Sept 08, 2019
Closing Date:	Sept 21, 2019
Job Summary	<p>The proposed rental vehicle owner is to facilitate Head Office staff duty travel as per the terms of reference detailed in rental vehicle contract. The expected engagement period is from October to December 2019, for approximately 3 Months duration with possibility of extension. The requested service includes the vehicle with a driver, fuel, maintenance, food and all associated operational inputs to provide full transport service to the satisfaction of the project needs. The rental vehicle owner and its driver shall be fully responsible for the operation of the vehicles and ensure that the driver operates the vehicles in accordance with the regulations and law of Afghanistan. The rental vehicle owner shall also be fully responsible for payment of salary and other benefits including accommodation during duty travel to its driver as required by the governing labour laws, including but not limited to fines for traffic violations. The First MicroFinance Bank – Afghanistan will not be liable for any action, omission, negligence or misconduct of the driver, nor for any costs, expenses or claims associated with any claims arising from performing rental services in connection with the Contract.</p>
Contracts requirements	<p>A valid driver's license issued at least 3 years prior to this announcement closing date for the type of vehicle offered for the service, and for the entire duration of proposed engagement.</p> <p>The driver must not have prior record of traffic violations and MoI security background check is required.</p> <p>Two guarantor is required , mainly from a shopkeeper having valid shop license</p> <p>Driver's age must to be from 25 to 45 years old.</p> <p>A mobile phone to be able to contact during all the time.</p> <p>Adequate literacy levels to maintain vehicle log book.</p>



	<p>Road-worthy condition including spare tires, mechanical jack, basic hand tools and essential accessories</p> <p>Functional heating system, distance (Km) meter, seat-belt restraints and essential safety features</p> <p>The vehicle shall include accessories required for the vehicles to operate during the winter, depending on the local road conditions.</p> <p>A vehicle log book for maintaining daily running records</p> <p>Original vehicle registration, necessary permits to travel within the coverage area (Example. valid 'Jawaz Sair' and the document of purchase from Car Sellers), driver's license and other documentation should always be available in the vehicle.</p> <p>Vehicle Must be Toyota Corolla, years of manufacture between 2002 and 2008.</p>
Attention	<p>The driver should not have any or prior record of major traffic violations;</p> <p>Driver's age must to be from 25 to 45 years old.</p> <p>A mobile phone to be able to contact during all the time.</p> <p>Adequate literacy levels to maintain vehicle log book.</p> <p>Fluency in spoken and written in Dari.</p> <p>Driver must be aware of all route within Kabul city and must drive the vehicle according to the regulations of the traffic and the streets.</p>
Skills	<p>Fluency in spoken and written in Dari.</p>
Qualifications	<p>10<sup>th</sup> graduate or 12<sup>th</sup> Grade graduate would be a plus</p>
Experience	<p>Driver must have 3 to 5 Years of Experience.</p>
Working Schedule	<p>Working days shall be from Saturday to Thursday of the week, from 7.00 am to 7.00 pm excluding on holidays approved by the Logistics Manager.</p> <p>The use of service during weekends (Friday and Thursday after 2:00) will be compensated over time will pay AFA (120) per hour after actual working time in branch city.</p> <p>In case the vehicle send out of city It will pay AFA (12) per Kilo Meter and it's working day will deduct as signed agreement to work with branch, and In case the vehicle send to other province with staff Periderm will be paid AFA (450) Per night.</p> <p>In the event of the rented vehicle is not available for service, the Company shall make immediate arrangements to provide a replacement vehicle as per the service requirements at no extra cost.</p>



اولین بانک قرضه های کوچک  
The First MicroFinanceBank

How to apply?	<p>If you meet the above requirements and are interested in applying for this role, please send us your resume to FMFB Human Resources department, FMFB-A Head Office, Lane 8, Kolola Pushta Road, District 4, Kabul Afghanistan. Alternatively, via email to <a href="mailto:vacancies@fmb.com.af">vacancies@fmb.com.af</a> no later than <b>Sept 21, 2019</b>. Please make sure that your email includes the following subject line <b>Rental Vehicle with Driver</b></p> <p>Only short-listed candidates meeting the requirements of the post will be contacted after the expiry of the deadline.</p>
---------------	--