



TERMS OF REFERENCE

1. CONSULTANCY SUMMARY

Title:	Driver and Maintenance Assistant
Consultancy/Staff Type:	Service Contract
Division:	Administration Division
Duration:	1 January to 31 December 2025
Duty Station:	MRC Secretariat in Vientiane, Lao PDR
Reporting to:	AD Director
Expected Deliverables:	Office Transportation and assigned Maintenance services

2. INTRODUCTION AND BACKGROUND

The Mekong River Commission (MRC) was established by the 1995 Mekong Agreement between the governments of Cambodia, Laos, Thailand, and Vietnam. The role of the MRC is to coordinate and promote cooperation in all fields of sustainable development, utilization, management, and conservation of the water and related resources of the Mekong River Basin. The mission of the MRC is to promote and coordinate sustainable management and development of water and related resources for the countries' mutual benefit and the people's well-being.

The MRC Secretariat is the operational arm of the MRC. It provides technical and administrative services to the JC and the Council to achieve the MRC's mission.

The Administration Division is to provide the secretariat and operational programs with modern and highly efficient financial, administrative, logistical, facilities management, information technology, and communication support. The section is also responsible for interacting effectively on such matters with the National Mekong Committees, riparian national agencies, international agencies, and development partners.

3. OBJECTIVES OF THE CONSULTANCY

The MRC Secretariat is provided with safe and efficient daily transportation, maintenance, logistic and administrative support, and services.

4. EXPECTED RESULTS

Transportation services:

- Daily safe driving services for the MRC Secretariat Headquarter office in Vientiane, Lao PDR;
- Assigned office vehicle is/are taken care of, having proper and regular maintenance according to standards of safety and cleanliness.

Maintenance and logistic tasks:

The Maintenance and Technician staff has sufficient support in:

- MRCS meetings arrangements (equipment, tables & chairs arrangement, errands, etc.);
- The arrangement, repair, and installation of the office furniture and facilities;
- Annual fix assets checking and inventory;

5. DELIVERABLES AND CONCRETE TIMELINES

Deliverables	Deadline
All assigned routines and emerging administrative assignments are implemented to deliver expected results with good quality, as indicated in #4 above.	31 Dec 25

6. REQUIRED TASKS AND RESPONSIBILITIES

Driving tasks:

- Safely and timely transport assigned MRC governance personnel and MRCS staff to and from the MRCS Headquarter;
- Ensures timely and safe send/pick up of the MRCS staff and visitors at the airport, and meeting venues.

Car Maintenance tasks:

- **Scheduled Maintenance Services:** Following manufacturer-recommended service schedules for tune-ups, inspections, or component replacements based on mileage or time intervals.
- Vehicle Maintenance: Regularly inspecting and maintaining the vehicle to ensure it is in proper working condition, including checking tire pressure, fluid levels, brakes, lights, and overall mechanical condition.
- Take good care of the assigned car with regular cleaning, check-ups, and maintenance work and protect it from accidents and damages;
- Prepares and implements maintenance schedule; regular check oil, water, brakes and brake liquid, tire pressure, battery levels, and the entire vehicle monthly or every 5,000 km (whichever is first);
- Ensures cost-savings through proper use of vehicle through accurate maintenance of daily vehicle logs;
- Report to the supervisor immediately a vehicle-related problem, accident, or loss of equipment or tools from the vehicle;
- Acts as custodian of the assigned vehicle tools and related property/equipment and report to the AD Director immediately if there are incidents related to the need for extra car maintenance, check-ups, legal documents, etc.

Maintenance and logistic tasks:

- Work with the Maintenance Technician for the arrangement of meetings (tables, chairs, and the like) and office furniture;
- Work with the Maintenance Technician to arrange, repair, and installation for the office furniture and facilities;
- Assigned floor/s and offices have drinking water containers/bottles distribution in a timely manner and the water dispensers are checked or fixed to operate properly;
- Support the maintenance technician in setting up the meetings/events

Others:

- Performs other related duties as required by supervisor;
- Performs the tasks of other divers as required by the supervisor.
- Assigned floor/s and offices have drinking water containers/bottles distribution in a timely manner and the water dispensers are checked or fixed to operate properly.

7. PAYMENT MODALITY

Monthly salary subject to submission of approved monthly timesheet.

8. INTELLECTUAL PROPERTY RIGHTS

Intellectual property rights - IPR: Information, data, database, knowledge resources in the forms of briefings, reports, proceedings, articles, essays, etc. issued by and for the MRCS will be the MRCS property.

Any utility, announcement, and disclosure that is without MRCS's highest levels of authority' permission is considered illegal and will be charged by relevant local and international legal procedures.

9. WORKING ARRANGEMENT**Communication Line:**

- **Receptionist cum Registry:** Transportation, incoming and outgoing documentation, etc.
- **Maintenance Technician:** Car maintenance,
- **Administrative Assistant:** Meeting arrangements, etc.

10. QUALIFICATIONS AND REQUIREMENTS

- A vocational school diploma or equivalent combination of education, training, and experience is required;
- Professional driving license is a must (D type);
- Good health condition;
- A minimum of three years of experience as a professional driver;
- Prior experience working as a driver for international organizations is an advantage;
- Strong service orientation and communication skills;
- Good understanding of office procedures;
- Proficiency in spoken English is required;
- Familiarity with Microsoft Office Words and Excel is an advantage;
- Ability to work effectively in a team and provide support as needed;
- Punctuality and focus on task delivery,
- A clean driving record with no major traffic violations or accidents;
- Immediate availability will be considered an advantage in the selection process.

11. SIGNATURE BLOCK

MRCS:

Full Name: Watt Botkosal

Title: Director of Administration Division

Incumbent's Full name: _____

Signature: _____

Incumbent's Signature: _____

Date: _____

Date: _____