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**Gerab Financials**

**TERMS OF REFERENCE**

**DRIVER CUM ESP**

**FOR GERAB FINANCIALS LIMITED** - a subsidiary of  
Gerab Nyed-Yon Limited

## TERMS OF REFERENCE (ToR)

**Position Title:** Driver CUM ESP

**Duty Station:** Thimphu

**Reporting:** Corporate Service Division

### 1. Background

Gerab Financials Limited (GFL), a Deposit-Taking Microfinance Institution in Bhutan, requires the services of a dedicated and reliable Driver cum ESP to support its operational and administrative functions. The position plays a critical role in ensuring efficient transportation services and timely handling of official correspondence and office support services.

### 2. Purpose of the Position

To provide safe driving services and efficient messenger and administrative support, including banking and reception functions, to ensure smooth day-to-day operations of GFL.

### 3. Key Responsibilities

#### 3.1 Driving Services

The incumbent shall:

- Provide safe and timely transportation of staff and officials.
- Maintain vehicle cleanliness, servicing, and proper upkeep.
- Maintain vehicle logbook (trips, mileage, fuel consumption).
- Ensure timely renewal of vehicle documents (insurance, fitness, emission).
- Comply with rules and regulations of the Bhutan Construction and Transport Authority (BCTA) and internal policies.

#### 3.2 ESP

The incumbent shall:

- Deliver and collect official documents, mail, and parcels.
- Independently deliver cheques to banks and carry out deposits as instructed.
- Accurately fill up bank forms and ensure completeness of required documentation.
- Maintain proper records of all banking and courier transactions.
- Liaise with banks and external agencies as required.

#### 3.3 Administrative and Office Support

The incumbent shall:

- Operate office telephone systems (PABX), receive, screen, and direct calls appropriately.

- Take and relay messages accurately and promptly.
- Receive and assist visitors and maintain visitor logs.
- Assist in meeting arrangements and general office coordination.
- Perform any other duties and responsibilities as assigned by the Management from time to time in the interest of the organization.

#### **4. Qualification and Experience Requirements**

##### **4.1 Education**

- **Qualification:** Minimum Class X.
- **License:** Must possess a valid Professional Driving License (PD).
- **Experience:** At least three (3) years of driving experience.

#### **5. Mandatory Documents Requirement**

- GFL Job application Form.
- Curriculum Vitae (CV) indicating clearly the details of the applicant.
- Academic Transcripts
- Valid Citizenship Identity card copy.
- Valid Security Clearance.
- Valid Medical Certificate.
- Valid Audit Clearance, if employed.
- Credit Information Bureau (CIB) report, if employed
- No Objection Letter, if employed needs to produce upon selection.

#### **6. Deadline for Submission of Documents**

- The last date to submit the documents is 20 April 2026.

The interested applicants can submit the documents to email ID [ugyen.dendup@gfl.bt](mailto:ugyen.dendup@gfl.bt)

For further clarification, please visit our website [www.gfl.bt](http://www.gfl.bt)

Or can contact us at +975 1779381