

PEOPLE & CULTURE

Job Description (Asia Region)

This job description serves as a clear and accurate outline of the role's purpose, key responsibilities, and required qualifications. It is designed to guide recruitment by ensuring candidates and hiring teams share a common understanding of the position. It also helps align the role with organizational goals, supports performance management, and provides a reference point for career development and workforce planning.

Please complete all sections carefully in a careful and concise manner and do not use acronyms or industry jargon. Incomplete templates will delay posting. Once this is complete, email it to HR.

Note: All position grades are determined by the People & Culture (HR) Team. Please DO NOT fill in the "Grade" box below.

Position Information

Position title: Driver & Logistics Assistant	Date requested: 13/07/2026
Position Type (FT/ part-time/ ST etc.): Full-Time (Project Base)	Grade (for HR use only): Click or tap here to enter text.
Division: Programs	Department: Development
Location (Country, City): Talibon, Bohol, Philippines	Incumbent's name (if applicable): N/A (New Position)
Line Manager: Project Manager – Coco RISE Project	Dotted-line Manager (if applicable): Finance, Administrative and VSLA Officer – Coco RISE Project
Travel Requirement: 90 %	

Job Summary

In 1000 characters or less, state the position's overall purpose or objective, highlighting the general functions the position is responsible for and articulating what the position is expected to accomplish. This section will appear on external sites.

The Driver & Logistics Assistant is responsible for providing safe, timely, and efficient transportation services while supporting the logistics, administrative, and operational requirements of the Coco RISE Project in Bohol. The position plays a key role in ensuring that project staff, consultants, partners, visitors, and project resources are transported safely and efficiently across the project municipalities to support effective project implementation. Beyond driving responsibilities, the Driver & Logistics Assistant provides logistical coordination, assists in procurement and asset movement, maintains vehicle records, and supports administrative documentation necessary for day-to-day project operations. During periods when no field deployment is scheduled, the position is expected to provide office support by assisting with administrative tasks and maintaining a clean, safe, organized, and professional office environment to ensure continuous operational readiness. The position is based in Talibon, Bohol, with frequent travel across the Coco RISE project municipalities.

Responsibilities and Tasks

Describe the major responsibilities, principal tasks, and end results the position is responsible for. Please include rationale as to why it is done and the impact it has on the team or organization. List the responsibilities in the order of importance and state the estimated percentage of time the employee should spend on each responsibility during a typical year.

JOB RESPONSIBILITY 1

Safe Transportation and Fleet Management	50 %
Provide safe, reliable, and timely transportation for project staff, consultants, partners, visitors, and authorized personnel during official project activities. Key responsibilities include: • Operate project vehicles safely and responsibly in accordance with Philippine traffic laws and CARE Philippines policies. • Transport project staff, consultants, partners, beneficiaries, visitors, and project materials to designated locations. • Plan travel routes considering weather conditions, road accessibility, and project schedules. • Conduct daily vehicle inspections before and after every trip. • Maintain vehicle cleanliness, safety, and roadworthiness at all times. • Monitor preventive maintenance schedules, repairs, insurance, registration, and other vehicle requirements. • Maintain fuel efficiency and ensure proper vehicle utilization. • Immediately report accidents, incidents, damages, or mechanical concerns to the Project Manager.	

JOB RESPONSIBILITY 2

Logistics and Field Operations Support	20 %
Support efficient implementation of project activities through logistics coordination and operational assistance. Key responsibilities include: • Transport project equipment, supplies, and training materials to field locations. • Assist in loading, unloading, and proper handling of project assets. • Support logistical preparations for trainings, meetings, workshops, community activities, and field visits. • Coordinate transportation schedules with the Project Manager, Finance and Administrative Officer, and project staff. • Deliver and collect official documents, procurement items, supplies, and other project materials from government offices, suppliers, financial institutions, and partner organizations. • Assist in emergency logistical requirements whenever necessary.	

JOB RESPONSIBILITY 3

Documentation, Reporting, and Administrative Support	15 %
Maintain accurate records and provide administrative support to ensure compliance with CARE operational procedures. Key responsibilities include: • Maintain accurate vehicle logbooks and trip records. • Prepare monthly vehicle utilization, mileage, fuel consumption, and maintenance reports. • Maintain records of vehicle servicing, repairs, registrations, and insurance. • Support filing, photocopying, scanning, document routing, and records management. • Utilize Microsoft Word, Excel, Outlook, and other digital tools to prepare reports and maintain project documentation. • Support other administrative tasks as assigned by the Project Manager.	

JOB RESPONSIBILITY 4

Office Facilities and Administrative Support	10 %
Support the day-to-day functionality, cleanliness, and organization of the project office to maintain a safe, healthy, and professional working environment, particularly during periods when no field deployment is scheduled. Key responsibilities include: • Maintain the cleanliness and orderly condition of the project office, including workstations, meeting room, pantry, comfort rooms, guest room, storage areas, and surrounding office premises. • Ensure proper waste segregation and disposal in accordance with local regulations and office procedures. • Monitor and replenish basic office and cleaning supplies and report replenishment requirements. • Assist in arranging meeting rooms, training venues, and office spaces before and after activities. • Support minor office maintenance and immediately report repair or maintenance concerns. • Assist in organizing office equipment, supplies, and project materials to maintain an efficient working environment. • During periods without scheduled field deployment, perform office support functions necessary to ensure the continuous operation and upkeep of the Coco RISE Project Office.	

JOB RESPONSIBILITY 5

Other Responsibilities	5 %
• Support emergency deployment and response activities when required. • Participate in project meetings, trainings, and staff development activities. • Comply with CARE Philippines' safeguarding, safety, security, code of conduct, and organizational policies. • Perform other duties that may be assigned by the Project Manager consistent with the objectives of the position.	

Qualifications (Know How)

Indicate the minimum required level of education, experience, and skills necessary to qualify for the position and fulfill the organization's expectations for job performance. Also include the education, experience, and skills desired for the position.

Education/Training

E.g. high school diploma; college degree (specify major/minor); specialty (ex. Accounting). Include the following phrase when possible: "or equivalent combination of education and work experience."

Required

• High School Graduate, Senior High School Graduate, or an equivalent combination of education and relevant work experience. • Valid Professional Driver's License with the appropriate license classification for operating project vehicles.

Desired

• Vocational training in Automotive Technology, Mechanical Technology, Logistics, or a related field. • Defensive Driving or Road Safety Training.

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Experience/Technical Skills

Number of months/ years of previous professional experience in a similar position. Examples: languages; planning; budgeting; word-processing, basic accounting; advanced written communications; presentations; fundraising; training/facilitation, etc.

Required

- Minimum of three (3) years of professional driving experience.
- Demonstrated experience driving both manual and automatic transmission vehicles.
- Experience driving in rural, mountainous, and remote areas.
- Good knowledge of road networks, municipalities, and travel routes across Bohol.
- Basic vehicle troubleshooting and preventive maintenance skills.
- Basic computer proficiency in Microsoft Word, Excel, Outlook, and email.
- Ability to prepare vehicle logbooks, trip reports, fuel monitoring records, and other operational documentation.
- Good interpersonal and communication skills.
- Ability to work independently and manage multiple field assignments while maintaining professionalism and confidentiality.

Desired

- Experience working with NGOs, development organizations, or donor-funded projects.
- Familiarity with logistics coordination, procurement support, and inventory management.
- Basic knowledge of occupational health and safety practices.
- Applicants who are residents of Talibon, Bohol, or nearby municipalities are preferred to support efficient field deployment and regular commuting.

Problem Solving

Click on each level (1, 2 or 3) below to indicate what level of problem-solving this position will face. **Select Level: Level 1**

Level 1: What has to be done and how to do it are clearly defined, and the incumbent will face identical or similar problems on a regular basis

Level 2: What has to be done is known, but how to do it is not defined. The incumbent must use interpolative skills to pick and choose the right strategy to address a given problem.

Level 3: Why things are done is known, but what has to be done and how to do it are not defined. Situations are variable and the incumbent's response will involve analysis, problem definition, development of alternatives, and making recommendations. He or she will face and address problems that are typically non-recurring.

Why does the position fall into this category?

The Driver & Logistics Assistant performs work within established policies and procedures while exercising sound judgment in responding to routine operational challenges. The position is expected to address day-to-day issues such as route adjustments, changing road conditions, vehicle maintenance concerns, logistical coordination, scheduling conflicts, and safe transportation of personnel and project resources. Complex operational or safety concerns are promptly elevated to the appropriate supervisor for guidance and decision-making.

Competencies

CARE has 5 Core Competencies that **all** staff are expected to demonstrate and 2 Leaders Competencies expected of those in management and leadership positions.

Competency proficiency levels define the degree to which a person in a given job is required to demonstrate the competency through observable behavior.

The chart below provides guidance when assigning proficiency levels to jobs. This guidance should be used as a starting point.

Click [HERE](#) for guidance on CARE's Job Classification System.

Level	General competency behavior description	Job Classification
Level 1	Foundational: Baseline behaviors.	Support
Level 2	Capable: Practical application of the behaviors.	Professional
Level 3	Inspirational: Role models, coaches, and influences demonstration of the behaviors.	Managerial
Level 4	Transformational: Envisions and innovates the next generation of the behaviors.	Executive

A. Core Competencies

Please indicate at what proficiency level you expect this role to demonstrate each **Core Competency**. This may be used in performance conversations and as a guide for staff development. You can find detailed descriptions of each Competency and Proficiency Levels [here](#).

- RELATIONSHIP BUILDING Level 1 - Foundational**
 Develops internal and external trusting & professional relationships. Purposefully develops networks to build value through collaboration.
- INCLUSION Level 1 - Foundational**
 Contributes to an environment where all employees feel a sense of belonging, valued for their differences, and empowered to participate and contribute freely.
- DYNAMIC LEARNING MINDSET Level 1 - Foundational**
 Continuously seeks opportunities to learn, questions past approaches in the current environment, owns growth and learns from failure.
- DELIVERING RESULTS Level 1 - Foundational**
 Invests time in planning to achieve goals while meeting quality standards & demonstrating commitment.
- COMMUNICATION Level 1 - Foundational**
 Effectively and appropriately interacts with others to build relationships, influence, and share ideas. Uses tact, diplomacy & cross-cultural sensitivity to navigate difficult situations.

B. Leadership Competencies

If this role is expected to manage direct reports, please indicate at what proficiency level you expect this role to demonstrate each **Leadership Competency**. This may be used in performance conversations and as a guide for staff development. You can find detailed descriptions of each Competency and Proficiency Levels [here](#).

- **STRATEGIC LEADERSHIP & EXECUTION**
Applies vision to think beyond the immediate situation. Invests time in planning, discovery, and reflection. Ensures business goals are met by executing, monitoring, & adjusting.
- **PEOPLE LEADERSHIP**
Inspires, motivates, & empowers people to achieve organizational goals. Coaches, mentors, and manages employee experience, and employee performance. Creates space for others to lead.

C. Functional Competencies

Choose the **top 3 Functional Competencies** from CARE's Competency Library that this role must demonstrate to create the desired impact. There are many competencies that will fit the role, however, please think about the most essential skills needed for this employee to succeed in their role.

This may be used in performance conversations and as a guide for staff development. You can find various job-specific Functional Competency Libraries [here](#). If you are unable to find a specific Competency that you consider essential, please contact your HR Business Partner.

Competencies	Proficiency Level
Planning and Organizing	Level I - Foundational
Safety and Risk Management	Level I - Foundational
Customer Service / Service Orientation	Level I - Foundational

1. Planning and Organizing

The Driver must:

- plan routes,
- coordinate schedules,
- manage multiple field deployments,
- organize logistics,
- prepare reports,
- maintain documentation.

2. Safety and Risk Management

The Driver is responsible for:

- staff safety,
- vehicle safety,
- road safety,
- transporting project assets,
- reporting incidents,
- ensuring compliance with CARE security protocols.

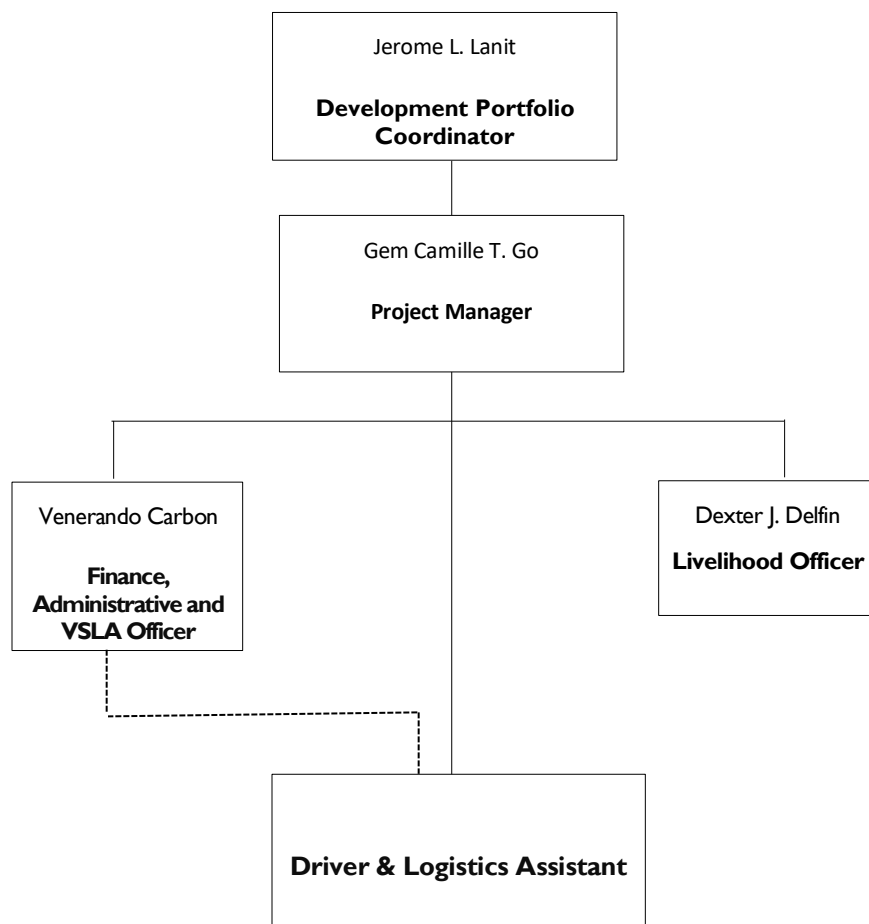
3. Customer Service / Service Orientation

Although not customer service in the commercial sense, the Driver represents CARE when interacting with:

- LGUs,
- suppliers,
- farmers,
- consultants,
- partners,
- visitors,
- project staff.

Being courteous, responsive, respectful, and professional is essential to the role.

Organization



Sign-off

Employee Name:

Click or tap here to enter text.
Driver & Logistics Assistant

Employee Signature:

Date:

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Manager Name:

Gem Camille Go
Project Manager – Coco Rise Project

Manager Signature:

Date:

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Reviewed and approved by:

Jerome L. Lanit
Development Portfolio Coordinator

Signature:

Date:

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