

**TERMS OF REFERENCE  
OF  
STAFF**

**TP Electrical Testing & Hazard Prevention Pvt. Ltd.**

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## **CHAPTER 1: Preliminary**

### **1.2. Purpose**

The success and sustainability of TP Electrical Testing and Hazard Prevention Pvt. Ltd. depend largely on the competence, integrity, and professionalism of its human resources. As a technical service organization responsible for electrical inspection and hazard prevention, the company requires a well-structured human resource management system that ensures efficient service delivery and high professional standards.

The primary objective of developing the Terms of Reference (ToR) for Human Resource Management is to clearly define the roles, responsibilities, and functions of the Human Resource function within the company to support organizational effectiveness and employee development.

*The ToR aims to ensure that the Human Resource function is able to:*

- a. Align human resource planning, recruitment, and development with the strategic goals and operational needs of the Company.
- b. Ensure recruitment and placement of competent personnel required for electrical inspection, technical services, and administrative functions.
- c. Promote a professional, disciplined, and accountable workforce committed to delivering safe and reliable services.
- d. Facilitate employee development through training, performance management, and career development initiatives.
- e. Strengthen organizational integrity by promoting ethical conduct, transparency, and compliance with company rules and national regulations.
- f. Support the management in maintaining a productive work environment and efficient workforce management.

### **1.3. Scope**

This Terms of Reference shall apply to the Human Resource function of TP Electrical Testing and Hazard Prevention Pvt. Ltd., including all employees responsible for human resource management and administrative functions within the organization.

The ToR shall guide the roles and responsibilities of the Human Resource personnel in the following areas:

- a. Human resource planning and workforce management.
- b. Recruitment, appointment, and placement of employees.
- c. Employee performance management and professional development.
- d. Implementation of employee welfare, benefits, and workplace policies.
- e. Maintenance of employee records and administrative documentation.
- f. Enforcement of organizational discipline, ethical standards, and compliance with company policies.

#### **1.4. Guiding Principles and Values**

The Human Resource management of TP Electrical Testing and Hazard Prevention Pvt. Ltd. shall be guided by the following principles to ensure efficient and responsible management of employees:

##### **1.4.1. Professionalism**

The Human Resource function shall promote high professional standards, competency, and accountability among employees to ensure reliable service delivery.

##### **1.4.2. Integrity and Ethical Conduct**

The Human Resource function shall promote transparency, fairness, and ethical conduct in recruitment, employee management, and administrative processes.

##### **1.4.3. Merit-based Human Resource Management**

Recruitment, promotion, and employee development shall be based on merit, competency, and organizational needs.

##### **1.4.4. Employee Development**

The Company shall promote continuous learning and professional development to enhance employees' technical skills, particularly in electrical inspection, hazard prevention, and safety practices.

##### **1.4.5. Organizational Efficiency**

The Human Resource function shall support efficient management of the workforce to enable the Company to deliver timely and high-quality services to clients and stakeholders.

#### **14.6. Workplace Safety and Responsibility**

Given the nature of electrical inspection work, the Human Resource function shall promote a strong culture of occupational safety, responsibility, and risk awareness among employees.

## **1.5. Applicability**

This Terms of Reference shall guide the responsibilities and functions of Human Resource personnel within the Company and shall apply to all employees of TP Electrical Testing and Hazard Prevention Pvt. Ltd. All employees shall comply with the policies, procedures, and administrative guidelines established under this Terms of Reference and related company regulations.

### **CHAPTER 2: Role and Responsibilities of Chief Executive Officer**

- 2.1. General Management
- 2.2. Strategic Management
- 2.3. Operational Management
- 2.4. Human Resource Management and Development
- 2.5. Relationship Management
- 2.6. Compliances, Risk Management and Corporate Governance
- 2.7. Qualification, Knowledge, Skills & Experience
- 2.8. Employment Type and Tenure
- 2.9. Salary & Other Benefits

### **CHAPTER 3: Role and Responsibilities of Director/Company Secretary**

### **CHAPTER 4: ToR of Technical Experts, Associates & Manager**

- 4.1. Regional Manager
- 4.2. Chief Engineer
- 4.3. Assistant Engineer
- 4.4. Junior Engineer
- 4.5. Inspector/Electrician

### **CHAPTER 5: ToR of Human Resource & Administrative Division**

- 5.1. Human Resource Officer
- 5.2. Administrative Assistant
- 5.3. Assist. Procurement
- 5.4. Finance Officer
- 5.5. Account Assistant
- 5.6. Monitoring Officer
- 5.7. Marketing Assistant
- 5.8. Driver

## **4.1 REGIONAL MANAGER**

### **4.1.1 Definition**

The Regional Manager is responsible for overseeing the overall operations, management, and service delivery of TP Electrical Testing and Hazard Prevention Pvt. Ltd. within the assigned region. The role involves supervising technical teams, coordinating inspection activities, ensuring quality service delivery, and maintaining compliance with national electrical safety standards and company policies.

The Regional Manager serves as the primary link between the Head Office and regional technical teams to ensure effective implementation of the company's programs and operational objectives.

### **4.1.2 Responsibilities**

#### **a. Operational Management**

- Plan, coordinate, and supervise electrical inspection and hazard prevention services within the assigned region.
- Ensure timely completion of inspection assignments and service delivery targets.
- Monitor the performance of engineers, inspectors, and technical staff working under the region.
- Ensure that all inspections are carried out in accordance with company standards and national electrical safety regulations.

#### **Key Performance Indicator:**

Timely completion of inspection assignments and compliance with operational standards.

#### **b. Technical Supervision**

- Provide technical guidance to engineers, inspectors, and electricians conducting electrical inspections.
- Ensure that inspection reports are accurate, reliable, and submitted within the required timeframe.
- Review technical reports before submission to the head office or clients.
- Ensure compliance with electrical safety standards and hazard prevention protocols.

#### **Key Performance Indicator:**

Quality and accuracy of inspection reports and reduced technical errors.

### **c. Regional Coordination**

- Coordinate with local authorities, clients, and stakeholders regarding electrical safety inspections and hazard prevention services.
- Represent the company in regional meetings, consultations, and technical discussions.
- Facilitate smooth communication between field teams and company management.

#### **Key Performance Indicator:**

Effective coordination with stakeholders and client satisfaction.

### **d. Resource Management**

- Manage the deployment of technical staff, inspection equipment, and vehicles in the region.
- Monitor the utilization of company resources to ensure efficiency and accountability.
- Ensure proper maintenance and calibration of inspection equipment.

#### **Key Performance Indicator:**

Efficient use of resources and minimal equipment downtime.

### **e. Monitoring and Reporting**

- Prepare periodic operational reports on regional activities and performance.
- Report technical issues, operational challenges, and service improvements to the Head Office.
- Monitor compliance with safety procedures and workplace regulations.

#### **Key Performance Indicator:**

Timely submission of operational and performance reports.

## **4.1.3 Knowledge, Skills and Aptitude**

### **Knowledge**

- Electrical engineering principles and building electrical systems.
- National electrical safety regulations and inspection standards.
- Company operational policies and procedures.
- Occupational health and safety standards.

### **Skills**

- Leadership and team management.
- Technical problem solving and decision making.
- Communication and stakeholder coordination.

- Planning and operational management.

### **Aptitude**

- Professional integrity and accountability.
- Strong sense of responsibility and leadership.
- Ability to work under pressure and manage field operations.
- Commitment to safety and quality service delivery.

### **4.1.4 Enabling Environment**

The effective performance of the Regional Manager requires:

- Adequate technical staff and inspection equipment.
- Support from company management and head office.
- Clear operational guidelines and inspection standards.
- Effective coordination mechanisms between regional offices and headquarters.

## **CHAPTER 4: TECHNICAL AND OPERATIONAL POSITIONS**

### **4.1 Regional Manager**

#### **Definition**

The Regional Manager is responsible for the overall management, coordination, and supervision of electrical inspection and hazard prevention services within the assigned region. The role ensures that the company's operational goals, technical standards, and safety regulations are implemented effectively.

#### **Responsibilities**

- Manage regional operations of electrical inspection and testing services.
- Supervise engineers, inspectors, and technical teams within the region.
- Coordinate with clients, government agencies, and building owners.
- Ensure compliance with national electrical safety standards.
- Review and approve technical inspection reports.
- Manage regional operational planning and resource allocation.
- Ensure proper maintenance of testing equipment and vehicles.
- Submit regional performance and operational reports to headquarters.

## **Knowledge, Skills and Aptitude**

### **Knowledge**

- Electrical engineering systems and safety standards
- Inspection procedures and hazard prevention systems
- Operational management

### **Skills**

- Leadership and staff management
- Technical decision-making
- Coordination and communication

### **Aptitude**

- Professional integrity
- Strategic thinking
- Responsibility and accountability

### **Key Performance Indicators**

- Timely completion of inspections
- Quality and accuracy of inspection reports
- Client satisfaction
- Compliance with safety standards

### **Enabling Environment**

- Technical inspection equipment
- Qualified engineers and inspectors
- Support from company management

## **4.2 Chief Engineer**

### **4.2.1 Definition**

The Chief Engineer is the senior technical authority responsible for planning, supervising, and ensuring the quality of all electrical inspection, testing, and hazard prevention activities carried out by TP Electrical Testing and Hazard Prevention Pvt. Ltd. The Chief Engineer provides technical leadership to engineering teams, ensures compliance with national electrical safety regulations and professional standards, and supports the management in maintaining high standards of electrical safety, operational efficiency, and service quality.

The role also involves guiding engineers and inspectors in technical matters, reviewing inspection reports, recommending hazard mitigation measures, and ensuring that all company services are delivered with accuracy, reliability, and professional integrity.

#### **4.2.2 Responsibilities**

The Chief Engineer shall undertake the following responsibilities:

##### **Technical Leadership and Supervision**

- Provide overall technical leadership to engineering teams, inspectors, and electricians.
- Supervise and guide Assistant Engineers, Junior Engineers, and technical staff in performing electrical inspections and testing activities.
- Ensure that all technical services delivered by the company meet professional engineering standards and regulatory requirements.

##### **Inspection and Testing Oversight**

- Oversee the planning and execution of electrical inspection, testing, and hazard prevention services.
- Review and approve electrical inspection reports prepared by engineers and inspectors.
- Ensure that testing procedures, instruments, and methodologies comply with recognized safety and engineering standards.

##### **Compliance and Safety Assurance**

- Ensure compliance with national electrical codes, safety regulations, and relevant technical standards.
- Provide recommendations on hazard prevention, risk mitigation, and corrective measures based on inspection findings.
- Promote safety culture within the company by enforcing strict adherence to occupational health and safety standards.

##### **Technical Planning and Development**

- Develop technical guidelines, procedures, and standard operating procedures for inspection and testing services.
- Support the Regional Manager and management in technical planning and service expansion.
- Provide technical advice to clients regarding electrical safety improvements and hazard prevention measures.

##### **Quality Control and Reporting**

- Monitor the quality and accuracy of inspection and testing activities carried out by the engineering team.
- Ensure that technical documentation, reports, and recommendations are professionally prepared and submitted on time.
- Prepare periodic technical reports and provide updates to management regarding operational performance.

### **Capacity Building**

- Provide training and mentoring to engineers, inspectors, and technicians to enhance their technical competence.
- Promote continuous professional development within the technical team.
- Introduce new technologies, testing techniques, and safety practices to improve company services.

### **Coordination and Collaboration**

- Coordinate with government agencies, regulatory bodies, and industry stakeholders when required.
- Assist management in resolving technical issues related to electrical safety and inspection services.
- Support internal coordination between engineering, administration, and management teams.

## **4.2.3 Knowledge, Skills and Aptitude**

### **Knowledge**

The Chief Engineer must possess strong knowledge in the following areas:

- Electrical engineering systems and infrastructure
- Electrical inspection and testing standards
- Electrical hazard identification and prevention techniques
- National electrical codes and safety regulations
- Occupational health and safety standards
- Engineering project supervision and technical reporting

### **Skills**

The Chief Engineer should demonstrate the following skills:

- Advanced technical and analytical skills in electrical engineering

- Leadership and supervision of engineering teams
- Technical report preparation and review
- Problem solving and decision-making
- Coordination and communication with stakeholders
- Project and operational management

### **Aptitude**

The Chief Engineer should demonstrate the following professional attributes:

- High professional integrity and ethical conduct
- Commitment to safety and quality standards
- Strong sense of responsibility and accountability
- Ability to work under pressure and meet deadlines
- Strategic and technical thinking

### **Key Performance Indicators (KPIs)**

The performance of the Chief Engineer shall be evaluated based on the following indicators:

- Quality and technical accuracy of inspection and testing services
- Compliance with electrical safety standards and regulations
- Timely completion of technical reports and inspections
- Effectiveness in supervising and guiding engineering staff
- Implementation of hazard prevention measures and recommendations
- Client satisfaction with technical services
- Continuous improvement in technical procedures and safety practices

### **Enabling Environment**

For effective performance of duties, the Chief Engineer shall be supported by:

- Adequate electrical testing and inspection equipment
- Qualified engineering and inspection staff
- Administrative and logistical support from company management
- Access to updated electrical safety standards and regulations
- Opportunities for professional training and development

## **4.X Technical Supervisor**

### **4.X.1 Definition**

The Technical Supervisor is responsible for supervising and coordinating the day-to-day technical operations related to electrical inspection, testing, and hazard prevention activities carried out by the company. The role ensures that inspection teams perform their work in accordance with established technical procedures, safety standards, and operational plans under the guidance of the Chief Engineer.

### **4.X.2 Responsibilities**

- Supervise technical staff involved in electrical testing and inspection works.
- Coordinate daily inspection schedules and field activities.
- Ensure that electrical inspection and testing procedures are carried out correctly.
- Support engineers in implementing technical instructions and safety measures.
- Check the proper use and maintenance of testing instruments and equipment.
- Assist in identifying electrical hazards and recommending corrective actions.
- Ensure compliance with company policies, safety regulations, and technical standards.
- Prepare and submit basic technical reports and field updates to the Chief Engineer.

### **4.X.3 Knowledge, Skills and Aptitude**

#### **Knowledge**

- Electrical systems and installations
- Electrical inspection and testing procedures
- Electrical safety regulations and hazard prevention practices

#### **Skills**

- Technical supervision and coordination
- Problem solving and decision making
- Communication and reporting

#### **Aptitude**

- Responsibility and accountability
- Attention to detail
- Commitment to safety and quality work

## **Key Performance Indicators**

- Proper supervision of inspection activities
- Timely completion of assigned field tasks
- Compliance with electrical safety standards
- Accuracy of field reports

## **Enabling Environment**

- Adequate testing equipment and tools
- Technical guidance from Chief Engineer and engineers
- Support from inspection teams and company management

## **4.X Electrical Inspector**

### **4.X.1 Definition**

The Electrical Inspector is responsible for conducting field inspections and testing of electrical installations to identify potential hazards and ensure compliance with electrical safety standards. The inspector reports inspection findings and recommends necessary corrective measures to improve electrical safety.

### **4.X.2 Responsibilities**

- Conduct electrical inspections of buildings, facilities, and installations.
- Perform electrical testing using approved testing instruments.
- Identify electrical hazards, faults, and safety risks during inspections.
- Record inspection findings and prepare inspection reports.
- Recommend corrective actions for identified hazards.
- Ensure inspections follow established technical standards and safety procedures.
- Maintain proper care and handling of testing equipment.
- Assist engineers and supervisors during technical inspections and assessments.

### **4.X.3 Knowledge, Skills and Aptitude**

#### **Knowledge**

- Electrical wiring systems and installations
- Basic electrical inspection and testing methods
- Electrical safety standards and hazard prevention

## **Skills**

- Technical inspection and observation
- Use of electrical testing instruments
- Report preparation and communication

## **Aptitude**

- Professional integrity
- Accuracy and attention to detail
- Commitment to safety practices

## **Key Performance Indicators**

- Number of inspections completed on time
- Accuracy of inspection reports
- Identification and reporting of electrical hazards
- Compliance with inspection procedures

## **Enabling Environment**

- Electrical testing tools and instruments
- Technical guidance from engineers and supervisors
- Administrative support from company management

## **CHAPTER 5: ADMINISTRATIVE AND SUPPORT POSITIONS**

### **5.1 Human Resource Officer**

#### **5.1.1 Definition**

The Human Resource Officer is responsible for managing the company's human resource functions including recruitment, staff administration, performance management, and employee welfare. The role ensures that the company maintains an effective workforce and that HR policies and procedures are implemented in accordance with organizational goals and labor regulations.

#### **5.1.2 Responsibilities**

- Manage recruitment and selection processes for company staff.
- Maintain employee records and personnel files.
- Assist in developing and implementing HR policies and procedures.

- Monitor staff attendance, leave records, and employment documentation.
- Support management in staff performance evaluation and development.
- Coordinate staff training and professional development activities.
- Ensure compliance with labor regulations and company policies.
- Address employee concerns and support workplace discipline and welfare.

### **5.1.3 Knowledge, Skills and Aptitude**

#### **Knowledge**

- Human resource management practices
- Labor laws and employment regulations
- Staff administration and personnel management

#### **Skills**

- Communication and interpersonal skills
- Recruitment and staff coordination
- Record management and reporting

#### **Aptitude**

- Professional integrity
- Confidentiality and responsibility
- Ability to work with diverse staff

#### **Key Performance Indicators**

- Timely recruitment and staff placement
- Proper maintenance of HR records
- Staff satisfaction and workplace harmony
- Compliance with HR policies and procedures

#### **Enabling Environment**

- HR management systems and administrative support
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## **5.2 Administrative Assistant**

### **5.2.1 Definition**

The Administrative Assistant provides general administrative and clerical support to ensure the smooth operation of the company's office. The role assists management and staff in handling office documentation, communication, and coordination of administrative tasks.

### **5.2.2 Responsibilities**

- Maintain office records, files, and documents.
- Provide administrative support to management and staff.
- Handle office correspondence, emails, and communications.
- Coordinate meetings, schedules, and appointments.
- Assist in preparing reports, letters, and official documents.
- Manage office supplies and basic logistical requirements.
- Maintain proper documentation of company activities.

### **5.2.3 Knowledge, Skills and Aptitude**

#### **Knowledge**

- Office administration procedures
- Document management and record keeping
- Basic organizational procedures

#### **Skills**

- Communication and coordination
- Office documentation and reporting
- Computer and administrative skills

#### **Aptitude**

- Attention to detail
- Reliability and responsibility
- Professional conduct

#### **Key Performance Indicators**

- Efficient handling of office documentation
- Timely administrative support to staff
- Proper maintenance of records and files

#### **Enabling Environment**

- Office equipment and administrative systems
- Support from management and staff

## **5.3 Assistant Procurement Officer**

### **5.3.1 Definition**

The Assistant Procurement Officer supports the procurement and supply management of equipment, materials, and services required for the company's operations. The role ensures that procurement processes are conducted efficiently, transparently, and in accordance with company procedures.

### **5.3.2 Responsibilities**

- Assist in purchasing equipment, tools, and materials required for operations.
- Maintain procurement records and documentation.
- Coordinate with suppliers and vendors for quotations and deliveries.
- Support preparation of procurement plans and purchase orders.
- Monitor inventory and supply requirements.
- Ensure procurement processes follow company guidelines and procedures.
- Assist in evaluating suppliers and maintaining vendor relationships.

### **5.3.3 Knowledge, Skills and Aptitude**

#### **Knowledge**

- Procurement and supply management procedures
- Inventory management and logistics
- Vendor and supplier coordination

#### **Skills**

- Negotiation and communication
- Record keeping and documentation
- Organizational and planning skills

#### **Aptitude**

- Integrity and transparency
- Accountability and responsibility
- Attention to detail

## **Key Performance Indicators**

- Timely procurement of required materials
- Proper maintenance of procurement records
- Efficient coordination with suppliers

## **Enabling Environment**

- Procurement guidelines and administrative support
- Cooperation from suppliers and company departments

## **5.4 Finance Officer**

### **5.4.1 Definition**

The Finance Officer is responsible for managing the company's financial activities including budgeting, accounting, financial reporting, and monitoring of financial transactions. The role ensures that financial operations are carried out transparently and in accordance with company policies and financial regulations.

### **5.4.2 Responsibilities**

- Manage company financial records and accounting systems.
- Prepare financial statements, reports, and budget plans.
- Monitor company income, expenditures, and financial transactions.
- Ensure proper documentation of financial activities.
- Support management in financial planning and decision-making.
- Ensure compliance with financial regulations and company policies.
- Coordinate with auditors and financial institutions when required.

### **5.4.3 Knowledge, Skills and Aptitude**

#### **Knowledge**

- Financial management and accounting principles
- Budgeting and financial reporting
- Financial regulations and compliance

#### **Skills**

- Financial analysis and reporting
- Accounting and record management
- Computer and financial software skills

## **Aptitude**

- Integrity and accountability
- Accuracy and attention to detail
- Responsible financial management

## **Key Performance Indicators**

- Accuracy of financial records and reports
- Effective financial planning and budgeting
- Compliance with financial policies and regulations

## **Enabling Environment**

- Financial management systems and accounting tools
- Support from management and administrative staff

## **5.6 Monitoring Officer**

### **5.6.1 Definition**

The Monitoring Officer is responsible for monitoring the progress and performance of company activities related to electrical inspection, testing, and hazard prevention services. The role ensures that operational activities are carried out according to company plans, standards, and objectives, and supports management by providing monitoring reports and performance assessments.

### **5.6.2 Responsibilities**

- Monitor implementation of company activities and operational plans.
- Track progress of electrical inspection and hazard prevention services.
- Collect and maintain records of operational data and performance indicators.
- Prepare monitoring reports and provide updates to management.
- Ensure activities are carried out according to company procedures and standards.
- Identify operational challenges and recommend improvements.
- Coordinate with technical teams and administrative staff to gather necessary information.

### **5.6.3 Knowledge, Skills and Aptitude**

#### **Knowledge**

- Monitoring and evaluation practices
- Operational reporting and documentation
- Basic understanding of company services and activities

### **Skills**

- Data collection and reporting
- Analytical and observation skills
- Communication and coordination

### **Aptitude**

- Attention to detail
- Responsibility and accountability
- Ability to work independently

### **Key Performance Indicators**

- Accuracy and timeliness of monitoring reports
- Effective tracking of operational activities
- Identification of operational issues and improvements

### **Enabling Environment**

- Access to operational data and reports
- Cooperation from technical and administrative staff
- Support from company management

## **5.7 Marketing Assistant**

### **5.7.1 Definition**

The Marketing Assistant supports the promotion and marketing of the company's electrical testing, inspection, and hazard prevention services. The role assists in building client relationships, promoting company services, and supporting marketing activities that contribute to business growth.

### **5.7.2 Responsibilities**

- Assist in promoting company services to potential clients and organizations.
- Support preparation of marketing materials and promotional content.
- Maintain communication with clients and stakeholders.
- Assist in organizing marketing campaigns, meetings, and presentations.
- Conduct basic market research to identify potential business opportunities.
- Support management in developing marketing strategies.

- Maintain records of clients and marketing activities.

### **5.7.3 Knowledge, Skills and Aptitude**

#### **Knowledge**

- Marketing and promotional practices
- Client communication and business development
- Basic understanding of company services

#### **Skills**

- Communication and networking
- Marketing coordination and planning
- Report preparation and documentation

#### **Aptitude**

- Initiative and creativity
- Professional communication
- Customer-oriented approach

#### **Key Performance Indicators**

- Contribution to client acquisition and business opportunities
- Effective promotion of company services
- Maintenance of client communication and marketing records

#### **Enabling Environment**

- Marketing resources and promotional materials
- Support from management and technical teams
- Access to communication tools and platforms

### **5.8 Driver**

#### **5.8.1 Definition**

The Driver is responsible for providing safe and reliable transportation services for company staff, equipment, and materials. The role ensures that company vehicles are operated responsibly and maintained properly to support field operations and administrative activities.

#### **5.8.2 Responsibilities**

- Drive company vehicles to transport staff, equipment, and materials.
- Ensure safe and responsible operation of vehicles at all times.

- Maintain cleanliness and proper condition of company vehicles.
- Conduct routine vehicle checks and report maintenance needs.
- Ensure compliance with traffic rules and safety regulations.
- Assist with loading and unloading of equipment when required.
- Maintain vehicle logs and travel records.

### **5.8.3 Knowledge, Skills and Aptitude**

#### **Knowledge**

- Traffic rules and road safety regulations
- Basic vehicle maintenance and care
- Safe driving practices

#### **Skills**

- Safe and responsible driving
- Time management and route planning
- Communication and coordination with staff

#### **Aptitude**

- Discipline and reliability
- Responsibility and accountability
- Professional conduct

#### **Key Performance Indicators**

- Safe driving record
- Proper maintenance and care of company vehicles
- Timely transportation support for company operations

#### **Enabling Environment**

- Well-maintained company vehicles
- Fuel and maintenance support
- Clear transportation schedules and instructions from management

**Need to frame following documents**

**Annexure 1** – Organizational Structure

**Annexure 2** – Competency Requirements

**Annexure 3** – Performance Evaluation Form

**Annexure 4** – Code of Conduct

**Annexure 5** – Job Description Templates