



JOB SPECIFICATION AND REQUISITION FORM

JOB SPECIFICATION

Job Title/Position Code 职务名称	Embassy driver 英国使馆司机/APD.BJ.CST.S1.6.2/APD.BJ.CST.S1.7.2		
Section 部门	Corporate Service Team 行政处	Post 地点	Beijing 北京
Line Manager Position 直接主管	Transport Manager/A2(L) 车队主管	Jobholder Grade 职务级别	S1
Jobholder Start Date 预期开始时间	2019 年 8 月中旬-可议	Duration of Employment 合同类型	Fixed-term 固定期
		Duration if Fixed-Term/Short-Term 合同期	One year 一年 (届时视工作表现可延为长期)

MAIN PURPOSE OF JOB

To perform the duties of driver at the British Embassy to a high standard displaying excellent driving skills. Follow local traffic regulations and ensure passenger(s)/driver's safety at all times.

持有 A1A2 驾照。按照使馆要求履行司机职责，为客户提供高质量服务。要求具备高超的驾驶技术，遵守交通法规，保证所有乘车人的安全。

ROLES AND RESPONSIBILITIES (What will the jobholder be expected to achieve?)

General driving duties

Drivers shall follow the traffic law and ensure to deliver customers to the right place at right time. Be able to work at a very short notice

驾驶职责

- 确保遵守交通法规，按照派车要求将客户准时送到正确的地点，主要为各部委，公司，机场，火车站，酒店，银行等（北京及周边地区）；
- 接送陌生客户或遇到陌生环境能主动沟通，灵活判断现场情况，确保准确接送；
- 在较短的通知下，做好出车准备。
及时学习和积累相关驾驶和接送经验，与司机团队其他成员配合工作要求，相互支持

Care of vehicles

- Keeping the vehicles clean and serviceable
- Ensuring the vehicles are always presentable
- Daily check of tyre pressure, hydraulic fluid, oil, battery level and fuel
- Identifying any defects as early as possible and to keep any potential risk to a minimal level. Report any fault or damage immediately to the Transport manager
- Keeping an accurate record of all journeys, ensure car service and MOT are carried out at the appropriate times

车辆保管

- 保证车辆的整洁及良好的工作状态
- 出车前后及时检查车况
- 及早发现车辆的任何异常，将风险降低到最小
- 及时向主管报告车辆事故
- 仔细，准确记录行车信息，并提前安排好验车及保养等工作

Other Duties <ul style="list-style-type: none"> Deliver mails to the requested Chinese Ministries and etc. Transfer stuff from one place to another. Go to train station/airport to deliver/pick up bags or parcels 其他职责 <ul style="list-style-type: none"> 到各部委取送信件 帮助运送各种物品 到火车站/机场等地取送包裹及信袋 	
RESOURCES MANAGED (Staff and Expenditure) NIL	
KEY COMPETENCES REQUIRED FOR THE JOB (Maximum of 6 competences) <i>Refer to the local website for more information on these specific competences.</i>	
Competence 1: Seeing the Big Picture 全局意识	Competence 4: Communicating 有效沟通
Competence 2: Changing & Improving 提高发展	Competence 5: Collaborating and Partnering 团结协作
Competence 3: Managing a quality of service 高质量工作	Competence 6: Choose an item.

KEY SKILLS, EXPERIENCE, QUALIFICATIONS REQUIRED 技能、经验和资格要求

LANGUAGE / COMMUNICATIONS 语言/沟通					
ENGLISH			OTHER LANGUAGES		
English 英语	Spoken 口语	Basic 基本	Specify other Language	Spoken	No requirement
	Written 书写	Basic 基本		Written	No requirement
Other Language Requirements		NIL			
OTHER SKILLS, EXPERIENCE & QUALIFICATIONS					
Essential on Arrival		<ul style="list-style-type: none"> Driver must have an A1A2 driver's licence. Be familiar with various destinations including Chinese ministries, companies, airport, hotels, banks etc. Have a broad knowledge of travel routes, road conditions throughout Beijing as well as areas near Beijing such as Tianjin, Hebei etc. Ability to learn and improve Strong communication skills 司机须持 A1A2 驾照 熟悉各部委, 公司, 机场, 火车站, 酒店, 银行等行车路线; 掌握北京的路况, 以及周边城市 (如天津、河北等) 的驱车路线; 有学习, 思考及适应新环境以便不断提升的能力 工作态度严谨, 专注, 注意细节。 对工作充满热情, 理解客户需求, 并能动脑筋, 积极面对压力及挑战 不断学习及提高英语水平 较强的沟通能力, 能换位思考, 适应团队合作要求, 与同事密切配合工作 具备独立思考的能力, 勤奋多学, 遇到不懂的事情及时向他人请教, 适应不断变化的要求。 			

Desirable	<ul style="list-style-type: none"> • Preferably driver has worked in a foreign diplomatic missions or has had similar experience before. • Basic command of English. • 有在外国领事馆或相关机构工作经验的优先考虑 • 基本的英语沟通水平
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VISA, PASSPORT AND SECURITY CLEARANCE RESTRICTIONS <i>(As necessary to perform the role)</i>		
Visa/Passport Requirement	N/A	
国籍要求	Specify other Visa / Passport requirements	Open to Chinese Nationals 仅面向中国国籍申请者
Security Clearance	Official	
安全级别		

WORKING PATTERNS 工作时间			
Employment Type	Full-time Employment 全职	If Part-time: FTE or Required Hours per Week	
Other details of working patterns, and/or options for flexibility.	Be able to work overtime during weekdays and weekend. 能够根据需求在周末或平时时间加班		

General Conditions of this Job 工资福利以及工作申请方法
<p>We are an equal opportunities employer, dedicated to inclusivity, a diverse workforce, and valuing difference.</p> <p>We offer a competitive package, which includes basic salary, good leave entitlement, and insurance plan etc. The gross starting salary for this position before all deductions is RMB 7,156/ month for Chinese Nationals. We also offer excellent development opportunities and a 22-day annual leave entitlement in pro rata. Conditioned working hours is 35 hours/ week from Monday to Friday ; Working overtime maybe required and OT is paid according to the local law regulation.</p> <p>To apply, please send CV to Beijing.HR@fco.gov.uk. Deadline for submitting applications is at 23:59 (China Standard Time) on 30 June, 2019</p> <p>Only short-listed applicants will be contacted regarding the next phase of the selection process.</p> <ol style="list-style-type: none"> 1. 月工资为人民币 7,156 元（税前）；提供五险一金；提供商业保险（包括补充医疗保险、意外险等）；每年发放 13 薪；根据绩效评估结果每年发放绩效奖金；带薪年假每年 22 天；每周工作 5 天，每天工作 7 小时(午休 1.5 小时)；如有平日和周末加班的需求，将根据劳动法支付加班费 2. 请将您的中文简历发送至 Beijing.HR@fco.gov.uk（请务必在邮件标题写明：申请 Driver）简历内容包括姓名、性别、年龄、身份证号、目前住址、联系方式、教育背景、详细的工作经历等；简历发送截止时间为 2019 年 06 月 30 日 24 点之前 3. 我们仅通知通过简历筛选进入面试环节的候选者