

VACANCY ANNOUNCEMENT

Reference #	072/06/2026/Driver/SWER-MFC/Lucknow
Project	Shubh Samriddhi-Strengthening women empowerment and resilience in Mint farming communities (SWER-MFC)
Position	Driver
Band	1
Location	Lucknow, Uttar Pradesh
<p>To apply click on the link: https://www.giz-jobs.com/india/</p> <p>Documents to be submitted:</p> <ul style="list-style-type: none"> • CV and a statement of suitability for this position <p>Last Date of Application: 05th July 2026</p>	

A. About GIZ India

For details, click on: <https://www.giz.de/en/worldwide/368.html>

B. Project Background

Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ), and one international company, under develoPPP.de framework have made a strategic alliance and launched “Shubh Samriddhi-Strengthening women empowerment and resilience in Mint farming communities (SWER-MFC).” This project is expected to directly benefit small-holder farmers by enhancing production systems and strengthening social capital, while contributing to a comprehensive transformation of mint farming sector in Barabanki district of Uttar Pradesh, India.

The project plans a holistic approach to strengthen the resilience of 7,000 Mint farmers and their families. It scales-up successful activities that combines interventions that strengthen climate and financial resilience “on farm” as well as with activities “off farm” that improve livelihoods and create financial resilience.

C. Responsibilities

- Driving project vehicle to different destination within and outside the state as directed, Safely and responsibly performing all official travel using official vehicles.
- Service, maintenance and upkeep of vehicle.
- Taking account of all available information on road conditions, accessible routes and locations while performing official duties.
- Support Cluster Admin pool in basis office tasks such as documentation, record-keeping, dispatch and communication, support during the workshop and events, filing etc.

D. Core scope of tasks:

Driving

- Provides passenger transport in an official vehicle for office, project, or program staff, as well as official visitors and guests.
- Undertaking outstation official travel as and when required.
- Running official errands, such as delivering letters and messages, paying bills, and purchasing small office supplies.
- Assists with the transportation of goods.

- Maintains and completes the vehicle log accurately and conscientiously in accordance with GIZ standards.

Vehicle Service and Maintenance

- Cleans the interior and exterior of vehicle(s) regularly.
- Checks oil, water, brakes and brake fluid, tyre pressure, battery levels, headlights, bodywork, and the overall condition of the vehicle monthly or every 5,000 km (whichever comes first).
- Is responsible for safeguarding project vehicle documents and ensuring they are kept in good condition.
- Maintains the vehicle log and records monthly maintenance activities.
- Calculates monthly consumption of electricity, oil, and lubricants for the daily cash fund and prepares monthly vouchers for submission to cost accounting.
- Reports the need for servicing and carries out minor repairs where appropriate.
- Immediately reports any involvement of the office vehicle in accidents, including minor accidents, damage, loss, or theft of vehicle fittings.

Knowledge Management

- Uses all available information sources (including radio traffic updates) to maintain up-to-date knowledge of road conditions, passable routes, and locations.
- Shares relevant traffic and route information with other office drivers.

Other duties/additional tasks

- Provides support to the office and the Cluster Admin pool as required.
- Assists with documentation, record-keeping, filing, photocopying, scanning, and organizing office documents.
- Supports office staff with the distribution and collection of documents and materials, including dispatch and communication tasks.
- Assists in arranging meetings, workshops, and events, including providing logistical support.
- Performs other office-related duties as assigned by the supervisor.

E. Required Qualifications, Experience and Competencies

- Secondary school education.
- Valid Passenger car commercial driver's License. The driver must have completed the refresher / renewal test as per the government guidelines.
- At least 5-8 years' work experience as a driver with references.
- At least 4 years of driving experience in Central Uttar Pradesh.
- No major accidents in the past 3 years.
- Working knowledge of English, Hindi and Local Languages.
- Knowledge of smartphone navigation software.

F. Location: Lucknow, Uttar Pradesh

G. Duration of the contract: one (1) year

Application without GIZ application form will not be considered

- Only shortlisted candidates will be contacted.
- GIZ supports Work-Life Balance.
- GIZ promotes Gender Diversity – Applications from women professionals are encouraged.
- Please note that those individuals who have completed a consultancy assignment with GIZ in less than 6 months prior to the intended start date for this position will not be shortlisted due to organisational policy.

Disclaimer: As per GIZ's data confidentiality policy, candidate's application is stored in our database for six months and is deleted thereafter.