



## **Philippine Efficient Lighting Market Transformation Program**

The PELMAT Project funded by the Global Environment Facility (GEF) and the United Nations Development Programme (UNDP), and implemented by the Department of Energy (DOE) is in search of qualified candidates for the post of **Driver/Messenger** to be based at the DOE Office in Taguig City.

The PELMATP is intended to address the barriers to widespread utilization of energy efficient lighting (EEL) systems in the Philippines.

**Driver/Messenger (DM)** Initial duration of employment is one (1) year, but may be extended based on performance; directly supervised by Project Director.

### **I. Duties and Responsibilities**

The Messenger/Driver for PELMATP shall have the following responsibilities:

- Delivers various project documents and materials to different organizations and offices;
- Transports Project officials and personnel, workshop participants, and meeting representatives in various activities of PELMATP;
- Extends support services during official functions like meetings, conferences, workshops, etc.; and,
- Arranges and monitors regular vehicle repair/maintenance jobs.

### **II. Qualification and Experience**

- Has a valid professional driver's license and well-versed with traffic rules and regulations;
- Has at least five (5) years experience;
- Familiar with road routes in Metro Manila;
- Experience and working knowledge in the troubleshooting and basic/minor repair of vehicles;
- Good interpersonal skills and can read and speak English well enough to talk to the foreign experts, understand road signs and prepare reports and records;
- Can pass the physical examination;
- Road courteous;
- By reason of experience, training or both, safely operate the vehicle;
- NBI Clearance & Barangay Clearance; and
- 2 references from most recent employers.

All application letters and comprehensive resumes should reach our office on or before November 30, 2006. Address applications to the PELMATP Project, Human Resource Department, Department of Energy, Energy Center, Meritt Road, Taguig, Metro Manila.