

MINISTRY OF TOURISM, INDUSTRY AND COMMERCE

SMALL BUSINESS BUREAU

TERMS OF REFERENCE – DRIVER/OFFICE ASSISTANT

1. BACKGROUND:

In 2004, the Small Business Act was established to: (1) provide incentive regimes and support programmes for small businesses; (2) establish the Small Business Council (SBC); establish the Small Business Bureau (SBB); and (3) the Small Business Development Fund (SBDF).

1.2 The Small Business Council was established via Cabinet Decision in 2005 and consists of eleven (11) members from both the public and private sectors, appointed by His Excellency the President of the Cooperative Republic of Guyana.

1.3 The Small Business Act stipulates that the Minister shall establish the Small Business Development Fund, which will provide:

- a) Support and access to financing for small businesses.
- b) Non-financial services and assistance to help small businesses improve productivity and competitiveness.
- c) Institutional support for organizations representing, promoting, supporting and strengthening small businesses.
- d) Funding for the expenses of the Bureau.

1.4 The SBC and SBB operate under the umbrella of the Ministry of Tourism, Industry & Commerce.

1.5 The Small Business Bureau under the Ministry of Tourism, Industry & Commerce, is the executing agency for all of the afore-mentioned.

2. OBJECTIVES:

To provide assistance to the Administrative/ Human Resources Manager in the day- to-day operations and to support and strengthen the effective and efficient functioning of the Small Business Bureau.

3. RESPONSIBILITIES:

The responsibilities of the Driver/ Office Assistant will include but not be confined to the following:

1. Checks the motor vehicle to ensure that it is in good working condition at all times.
2. Ensure the Company's vehicle is kept in a clean and hygienic manner at all times
3. Transports staff from the office to various organizations for meetings.
4. Transports staff from the office to various areas in Guyana to conduct trainings, Expositions and Outreaches.
5. Assists staff in the handling of training documents, exhibits and other materials and equipment.
6. Advises senior personnel on the "Wear and Tear" of the vehicle.
7. Prepares a logbook and ensure staff journeys are logged and supervisor signs off weekly.
8. Prepares a vehicle inspection report on a daily basis and given to the Supervisor weekly.
9. Delivers correspondence to various private and public organizations.
10. Makes payments on behalf of the Bureau.
11. Assists with any official duties in the SBB's office (photocopying, scanning, binding documents, etc.).
12. Ensure there are enough Registration, Business Plans and other Forms available for clients or Out of Town Awareness Sessions among other outreach activities.
13. Performs other related duties and responsibilities as requested by the Administrative/ Human Resources Manager.

4. DELIVERABLES:

The Driver/ Office Assistant shall perform the requested duties on a daily basis.

5. REQUIREMENTS:

- Must have a Sound Secondary Education.
- Must have a valid Driver's License (Motor Car, Motor Van and Motor Cycle).

6. GENERAL WORK EXPERIENCE:

- Must have 6-10 years' experience working with public or private agencies.

7. SPECIFIC WORK EXPERIENCE:

- More than 6 years' experience as a driver.
- Must have experience driving in the hinterland.
- Must be able to lift, pull or push fifty (50) pounds.

8. DURATION OF APPOINTMENT

The position of Driver/ Office Assistant is required on a one (1) year contractual basis. Renewal of contract for additional period, thereafter is subject to satisfactory completion of initial contract.

9. REPORTING OBLIGATION/SUPERVISOR

The Driver/ Office Assistant will report directly to the **Administrative/ Human Resources Manager**.

10. REMUNERATION

- Salary - \$142,560
- Allowances - \$16,000
- Gratuity – 22 ½ % of Salary every 6 months
- 1 month vacation allowance annually