

TERMS OF REFERENCE (ToR)

Motorpool Associate

Unit: Travel & Hospitality

ToR

About ICIMOD

The International Centre for Integrated Mountain Development (ICIMOD), based in Kathmandu, Nepal, is the leading institute for the study of the HKH. An intergovernmental knowledge and development organisation with a focus on climate and environmental risks, green economies, and sustainable collective action, we have worked in our eight regional member countries – Afghanistan, Bangladesh, Bhutan, China, India, Myanmar, Nepal, and Pakistan – since our foundation.

Entering our 40th year, ICIMOD is perfectly positioned to support the transformative action required for the HKH to face the challenges of the escalating effects of climate change, pollution, water insecurity, increased disaster risk, biodiversity loss, and widespread socioeconomic changes. We seek to raise our ambition to support the required transformative action to step up our engagement through to 2030.

Position overview

The Motorpool Associate will serve a key role in the administration, planning, reporting, and communication within the Motorpool and Travel & Hospitality Unit. The associate will be working directly under the Travel and Hospitality Unit Head and providing support to the Movement Coordinator. The associate will assist the unit in vehicle management, maintenance, insurance, and record-keeping, ensuring compliance with the organisational policies.

Responsibilities

The Motorpool Associate will be responsible for delivering results in line with the commitments we have made in our [Strategy 2030: Moving Mountains](#) and our [Medium-Term Action Plan V \(2023–2026\): Embracing Change and Accelerating Impact](#).

They will be provide necessary administrative and management support by coordinating with the Travel & Hospitality Unit and coordinating overall Motorpool operations.

Duties:

Data entry into the Enterprise Resource Planning (ERP) system after which a report is to be generated and submitted to the Budget and Finance Unit for the duties/responsibilities mentioned below.

Duties are assigned on a phase-wise basis:

Phase I:

- Vehicle records:
 - Create monthly vehicle report in the ERP system with data entries of the following:
 - Vehicle log sheet maintained by drivers
 - Field allowance and expenses of the drivers
 - Enter vehicle repair and maintenance records in the ERP system

- Prepare the following:
 - Workshop order form
 - Quotations as required
 - Post memorandum in the ERP system for approval
- Visit workshops and spare parts dealers when required
- Maintain hire vehicle records
 - Annual quotation records with the management's approval
 - Collect quotations for approval and proper documentation for each use
- Communicate with vendors for the renewal of the annual vehicle insurance
- Fuel records:
 - Maintain Annual agreements with fuel vendors
 - Maintain external purchase of fuel records with documentation of fuel refill coupons
 - Maintain fuel consumption records
- Driver information records:
 - Maintain a detailed check of the timesheet, overtime, and leave of the drivers
- Miscellaneous:
 - Maintain a monthly shuttle user list and submit a statement at the end of every month
 - Process Quarterly mobile recharge card reimbursement for staff

Phase II:

- Hire vehicle records:
 - Communicate with vendors for arrangement when internal vehicles are not sufficient to meet requests
- Fuel records:
 - Maintain internal diesel purchase and stock records
- Driver information records:
 - Maintain field trip rotation
 - Maintain the assigning of duties and shift duty roster
- Miscellaneous:
 - Handle taxi expense claim settlements
 - Handle petty cash, recording and submission of records for the Motorpool Unit

Person specification/competencies

ESSENTIAL

- Bachelor's degree in management or relevant subject
- Minimum 3 years of experience in management or relevant field
- Proficient in using Microsoft Office, especially Microsoft Excel
- Fluent in English and Nepali

- Good communication skills
- Good inter-personal skills

TECHNICAL SKILLS

- Experience in dealing with various local and automobile workshop vendors
- Proven knowledge about automobile, spare parts, and repairs/maintenance
- Experience in record keeping and documentation
- Prior experience in supervisory level

Reporting and supervising

The Motorpool Associate will report to the Travel & Hospitality Officer/Unit Head.

Location

You will be working in a cross-cultural, impact-oriented environment at ICIMOD's head office in Kathmandu, Nepal. Occasional travel in the HKH region will be required. Kathmandu is a lively and exciting place to live. People are friendly, living costs are comparatively inexpensive, food is delicious (with a range of local and international cuisines), and there are good local and international schools and a low crime rate. Nepal offers amazing trekking trails, white water rafting, and safaris, combined with a rich culture and charming yet lively nightlife.

Duration

One year, with a probation period of three months. There is a possibility of extension subject to performance and ICIMOD's future funding levels.

Remuneration

This is a local position for Nepali nationals only. The starting annual gross salary for this position is NPR 932,508/- (negotiable based on experience and qualifications). Gross salary comprises of basic salary, provident fund, family/post adjustment allowance, medical allowance, and child/dependency allowances. Salaries and benefits at ICIMOD are competitive compared with other international organisations.

We offer a comprehensive benefits package which includes insurances (medical, life and accidental), children's education grant for maximum 2 children below 18 years of age, severance pay, paid leave (30 holidays and 10 public holidays per year) and day care facility.

ICIMOD's core values

Our core values are integrity, neutrality, relevance, inclusiveness, openness, and ambition. These values are an expression of our culture and are central to the guiding beliefs and principles of our work and behaviour. Our core values will lie at the heart of ICIMOD operations and delivery. They will underpin everything we do and frame how we work with our partners. They reflect our founding intentions and the balances we seek to hold, while equipping ourselves for the future.

Diversity, equity, inclusion, and safeguarding

ICIMOD's human resource selection process is based on the qualifications and competence of the applicants. As an employer, ICIMOD is committed to promoting diversity, equity, and inclusion, and offers equal opportunities to applicants from all backgrounds and walks of life, including but not limited to gender, age, national origin, religion, race, caste, ethnicity, sexual orientation, disability, or social status. ICIMOD strongly encourages applications from all eligible applicants, especially women, from all parts of the HKH region.

ICIMOD is dedicated to establishing and upholding a safe and nurturing work environment, where all its employees can participate fully and meaningfully without fear of violence, harassment, exploitation, or intimidation. Any type of abuse or harassment, including sexual misconduct [including child abuse], by our staff, representatives, or stakeholders is not condoned or tolerated.

Method of application

Applicants are requested to apply online before **June 22, 2025** (11:59 PM Nepal Standard Time) through [ICIMOD Vacancy Application Portal](#).

Only shortlisted candidates will be notified.