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**JOB DESCRIPTION**

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| **Job Title:** | Driver  |
| **Company:** | Self Help Africa |
| **Location:** | Nakapiripirit |
| **Reports to:** | Market Development Manager |
| **Job Purpose:** | The purpose of the job is to drive staff and to manage the project vehicle for Self Help Africa |
| **Results Areas:** | **Responsibilities and Activities** |
| * Drive the project vehicles with strict adherence to local traffic laws and in accordance to project rules and regulations pertaining to vehicles
* Transport project staff and materials in Nakapiripirit District and the regions
* Maintain the vehicle in a satisfactory condition, including weekly cleaning of the interior and exterior and periodic (quarterly) cleaning of the motor and chassis.
* Ensure that tyres are in good working conditions at all time, and that spare tyre is in good condition
* Ensure that vehicle usage log is updated on a daily basis and submitted on a monthly basis.
* Ensure that fuel consumption report is submitted as required.
* Ensure regular maintenance of the vehicle, and that fluids (water, oil, fuel, washer liquid, etc.) levels are at required levels
* Report any apparent malfunction to the Supervisor.
* Report any damage or accident to the Supervisor immediately.
* Ensure that the vehicle is safely parked and locked when not in use.
* Carry out project errands as required.
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| **Qualifications/****Other Requirement:** | * Must possess a UCE or UACE certificate
* Should have 5 years driving experience with preferably Non-Governmental organisations
* Must possess a valid driver’s license with preferably classes B,DL,CM
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| **Skills & Abilities:** | * Knowledge of driving rules and regulations and skills in minor vehicle repairs. Knowledge of email, telephone and other applications.
* Trustworthy, high sense of responsibility, alertness; physical fitness on duty, emotional stability, neat and courteous.
* Good knowledge of the Project activity areas and the current conditions of roads and highways.
* Ability to deal patiently and tactfully with people of different national and cultural backgrounds.
* Flexibility to fit into often changing priorities
* Ability to fluently communicate in both verbally and written language(s) applicable to project requirements
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Any candidate offered a job with Self Help Africa will be expected to sign Self Help Africa’s Safeguarding Policies and Code of Conduct as an appendix to their contract of employment and agree to conduct themselves in accordance with the provisions of these documents.

Specific roles may require police/DBS/Garda vetting.

**Self Help Africa strives to be an Equal Opportunities Employer**