**JOB DESCRIPTION**

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| **JD Unique ID:** | 57336 |
| **Job Title:** | Transport Officer, Abatement of Short-Lived Climate Pollutants (SLCPs) in the Nigerian Agricultural Sector Project |
| **Company:** | Self Help Africa |
| **Location:** | Makurdi, Benue State |
| **Contract type:** | Fixed term contract, full-time (local recruitment) |
| **Period** | 18 months |
| **Reports to:** | Office Coordinator |
| **Organisation overview:** | **About Self Help Africa** Self Help Africa (SHA) is an international development organisation headquartered in Dublin, Ireland and dedicated to the vision of ‘*Sustainable livelihoods and healthy lives for all in a changing climate’*. We have almost 50 years of experience working in Africa, including over 20 years in Nigeria (as United Purpose and Concern Universal).In 2021, Self Help Africa merged with United Purpose (UP), doubling our size. The organisation now works in 17 programme countries. 15 of these are in sub-Saharan Africa while subsidiary organisations, ‘Self Help Brazil’ and ‘Self Help Bangladesh’, have been created for our programmes in the two countries where we are working outside of Africa.In early 2023, we launched a new five-year organisation strategy, which definesshared mission as the alleviation of hunger, poverty, social inequality and theimpact of climate change through community-led, market-based and enterprise-focused approaches, so that people can have access to nutritious food, cleanwater, decent employment and incomes, while sustaining natural resources.Our wider organisation also includes social enterprise subsidiaries: Partner Africa,which provides ethical auditing and consultancy services, TruTrade, an innovativetrading platform in East Africa, and CUMO, Malawi’s largest micro-financeprovider.Our three core values are:▪ **Impact:** We are accountable, ambitious and committed to systemic change.▪ **Innovation:** We are agile, creative and enterprising in an ever-changingworld.▪ **Community:** We are inclusive, honest and have integrity in ourrelationships.To achieve our organisational mission, we work across numerous sectors, such as Agriculture, Climate & Environment, Enterprise, Energy, Nutrition, and WASH. |
| **Project description** | Self Help Africa (SHA) is executing eighteen (18) months agriculture and climate related project in Benue State. The Abatement of Short-Lived Climate Pollutants (SLCPs) in the Nigerian Agricultural Sector by Reducing Open Field burning Project in Benue State has been designed by Self Help Africa/United Purpose (SHA/UP) to respond to the call for proposals by the Climate and Clean Air Coalition (CCAC) in support of the Government of Nigeria to deliver sustainable behaviour change and reduce open field burning in 100 communities. The project will provide for strategic stakeholders engagement, and capacity building of government agricultural extension officers and farmers using best practice approaches to reduce and provide alternatives to open field burning while promoting Climate Smart Agriculture. The objectives of the project include:* **Objective 1:** Local government extension officers improve their capacity on no burn alternatives and Climate Smart Agriculture practices.
* **Objective 2:** Farmers uptake farming practices that lead to reduced open burning.

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| **Job Purpose:** | The Transport Officer will work closely with the team in Makurdi and support with all transport-related duties to achieve the organisational and Project goals and objectives. The Transport Officer’s responsibilities include dropping and picking up staff from Project locations, collecting various packages, and maintaining a travel log to record work hours, travel-time and locations travelled to. He/she should also be able to perform routine checks and cleaning of the Organisation’s vehicle.The position requires familiarity with the location in which the project is being implemented, experience in community engagement and working with an international organisation.  |
| **Key Responsibilities:** | * Safely transporting project team members as well as various products and materials to and from specified locations in a timely manner.
* Assisting with the loading and offloading of staff luggage, products, and materials.
* Adjusting travel routes to avoid traffic congestion or road construction.
* Promptly informing the organisation of any tickets issued against the company vehicle during work hours.
* Ensuring that the organisation’s vehicle is always parked in areas that permit parking in order to avoid towing.
* Keeping the organisation’s vehicle clean and properly maintained by performing regular washing, cleaning and vehicle maintenance.
* Providing accurate time records of the organisation vehicle’s coming and goings.
* Reporting promptly, any accidents, injuries, and vehicle damage to management.
* Updating on a timely and accurate manner, SHA vehicle log book.
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| **Key Relationships:** | **Internal:** Project Coordinator, Finance & Amin. Officer, Finance & Compliance Manager. |
| **Knowledge, Experience and Other Requirements** | **Education and other qualifications:** * High school diploma or GED is preferred.
* Valid driver’s license.
* Clean driving record.

**Experience** * 2 – 4 years’ experience driving for a non-profit organization.
* Must possess a sound knowledge of road safety regulations.
* Must have a working knowledge of local roads and routes.
* Must have the ability to utilize maps, GPS systems, and car manuals.
* Experience in working with culturally diverse teams

**Skills:*** Effective communication skills.
* Must be a good team player, and willing to be flexible with work hours.
* Must be punctual and reliable, , dependable and honest.
* Good written and verbal communication skills- listening with confidence.
* Adaptable and responsive disposition relative to the demands and operations of his/her duties.

**Language Requirements:** * Written and oral proficiency in English and relevant local language (Tiv, Idoma, pidgin English) is a plus.
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**Application Procedure:**

Fill and send the attached Self Help Africa application form and also send your cover letter and CV in a single document (of not more than **6 pages**) to the link provided on the website.

Email title must be same as the position you are applying for and the location of the position.

In the cover letter, please ensure to explain the following:

1. Why you are applying for the position
2. How do your skills and experiences meet the job’s specification
3. When will you be able to take up the position if successful.

The deadline for this application is **12th April, 2024.** You are advised to apply early, as applications will be treated on rolling basis. Only shortlisted candidates will be contacted.

*All candidates offered a job with Self Help Africa will be expected to sign our 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/ [relevant police authority] vetting.*

**Self Help Africa strives to be an equal opportunity employer.**