**JOB DESCRIPTION**

|  |  |
| --- | --- |
| **JD Unique ID:** | 71828 |
| **Job Title:** | Transport Officer |
| **Company:** | Self Help Africa |
| **Location:** | Abuja |
| **Contract type:** | Fixed term contract, full-time (local recruitment) |
| **Period** | 2 years (renewable) |
| **Reports to:** | Senior Officer, Procurement and Logistics |
| **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’. Founded in 1969 and working across 17 countries, 15 of these countries 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. SHA has been implementing in Nigeria for 25 years (as United Purpose and Concern Universal).  In early 2023, we launched a new five-year organisation strategy, which defines shared mission as the alleviation of hunger, poverty, social inequality and the impact of climate change through community-led, market-based and enterprise-focused approaches, so that people can have access to nutritious food, clean water, 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 innovative trading platform in East Africa, and CUMO - Malawi’s largest micro-finance provider.  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-changing  world.  ▪ **Community**: We are inclusive, honest and have integrity in our relationships.  In Nigeria, we have a strong reputation in the WASH sector for our work on rural sanitation, having achieved the country’s first ODF LGA, and our systems strengthening approach to sustainable WASH service delivery. |
| **Job Purpose:** | SHA Nigeria is seeking a reliable and skilled Transport Officer to join our team and support the transportation of staff, goods, and resources to project sites, meetings, and other locations within the city. The Transport Officer will be responsible for ensuring safe, timely, and efficient transportation while maintaining the organization’s vehicle in good condition.  This role will require a commitment to safety, attention to detail, and effective communication with the logistics and program teams. |
| **Key Responsibilities:** | **Vehicle Operation and Transportation**   * Safely drive the organization’s vehicle to transport staff, equipment, and supplies to meetings, project locations, and other destinations as directed. * Ensure timely and efficient delivery and pick-up of personnel and goods to ensure smooth operational processes. * Follow established routes, schedules, and timelines, while ensuring flexibility in case of changes or emergency transport needs.   **Vehicle Maintenance and Safety**   * Conduct daily pre-trip inspections of the vehicle to ensure it is in good working condition, including checking fuel, tires, oil, and other essential systems. * Report any vehicle maintenance issues or accidents promptly to the Logistics Manager and follow the procedures for repairs and maintenance. * Maintain cleanliness and proper hygiene of the vehicle, both inside and outside, ensuring it meets the organization's standards. * Ensure the vehicle’s fuel levels are adequate and that refueling is completed as needed, tracking fuel usage in accordance with internal guidelines.   **Documentation and Reporting**   * Maintain accurate records of vehicle usage, including logbooks, fuel consumption, maintenance schedules, and daily routes taken. * Ensure that all required documents such as vehicle insurance, licenses and documentations are up to date and available in the vehicle at all times. * Report any incidents, accidents, or delays to the Country Operations Coordinator immediately, and complete the necessary documentation in compliance with the organization’s policy.   **Compliance with Safety and Regulatory Standards**   * Adhere to all local traffic laws and regulations, as well as the organization’s internal transportation and safety guidelines. * Ensure the safety of passengers and items by following safety protocols, including the use of seat belts, secure loading of goods and other safety measures. * Participate in regular safety briefings and training as required, to stay updated on best practices and any changes in road safety regulations.   **Support for Logistics and Program Activities**   * Assist with the loading and unloading of materials, equipment, and supplies as needed, ensuring goods are securely transported to project sites. * Collaborate with the logistics and program teams to ensure transport requirements are met for field activities, events, and emergency responses. * Provide transport support during emergencies or urgent requests from the program teams.   **Customer Service and Communication**   * Maintain a positive and professional demeanor while interacting with staff, project partners, and external stakeholders. * Communicate any delays, issues, or concerns related to transport services to the relevant team members in a timely manner. * Assist with any other transport-related tasks as needed, supporting program activities and logistics operations. |
| **Key Relationships:** | **Internal:**  Operations, Programmes, Finance & Compliance and Security teams. |
| **Knowledge, Experience and Other Requirements** | **Education and other qualifications:**   * High school diploma or GED is preferred. * Valid driver’s license. * Clean driving record. * Familiarity with GPS, route mapping software, and basic vehicle tracking systems is an advantage.   **Experience:**   * Minimum of 3 years of experience as a professional driver, preferably in an NGO or development context. * Experience driving in challenging road conditions or remote areas is highly desirable. * Knowledge of vehicle maintenance and basic repair is an advantage.   **Skills:**   * Excellent driving skills with a clean driving record. * Strong knowledge of local traffic laws and regulations. * Ability to follow instructions and schedules accurately. * Good communication skills, both verbal and written. * Ability to remain calm and composed in stressful situations. * Strong attention to detail, particularly in vehicle inspections and documentation. * Must be a good team player, and willing to be flexible with work hours. * Must be punctual and reliable, dependable and honest. * Adaptable and responsive disposition relative to the demands and operations of his/her duties.   **Language Requirements:**  Written and oral proficiency in English is a must and relevant local language (Hausa, Nigerian pidgin English) is a plus. |
|  |  |

**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 **3 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 **6th January, 2025.** 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.**