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**JOIN OUR TEAM**

**ADVERT FOR ATEC LOGISTICS ASSISTANT/ DRIVER**

**Background**

Self Help Africa Malawi is an international non-governmental organisation working to create opportunities for lasting improvement in peoples’ lives. We work in partnership with others to support a range of livelihoods and food security, WASH and health, sustainable energy and gender equality programmes reaching over 1,000,000 people a year across Malawi. Globally, we work in nine countries across Africa, Asia and South America. SHA currently operates in 17 districts in Malawi, supporting over 20 on-going projects. This is an exciting time to join us as we seek to tackle the global challenges in progressive and innovative ways.

Self Help Africa, in collaboration with ATEC Australia-International Pty Ltd (ATEC), is set to launch a clean cooking initiative in Malawi, aiming to transition 76,000 urban and peri-urban households in Lilongwe and Blantyre from charcoal-based cooking to clean electric cooking using IoT-enabled induction stoves. This initiative seeks to reduce greenhouse gas emissions, improve household economics, and enhance public health by eliminating indoor air pollution caused by biomass fuels

Self Help Africa is an international development organisation, and is committed to the safeguarding of all those who we come into contact with or through our work. We are committed to preventing any type of unwanted behaviour relating to our work including sexual harassment, exploitation and abuse, lack of integrity and financial misconduct; and we are committed to promoting the welfare of children and the people we aim to assist with whom Self Help Africa engages. Self Help Africa expects all staff and volunteers to share this commitment and uphold the values and behaviours outlined in the [Code of Conduct](https://selfhelpafrica.org/ie/wp-content/uploads/sites/4/2023/12/Self-Help-Africa-Code-of-Conduct-2023_Final_English.pdf) and [Child and Adult Safeguarding Policy](https://selfhelpafrica.org/ie/wp-content/uploads/sites/4/2023/12/Self-Help-Africa-Child-and-Adult-Safeguarding-Policy-2023_Final_English.pdf), inside and outside of work hours. We place a high priority on ensuring that only those who share and demonstrate our values are recruited to work for us. Recruitment to all roles in Self Help Africa may include, and be subject to, a criminal records self-declaration, references, and other pre-employment checks, which may include police and qualifications checking. Self Help Africa is committed to the principles of the Misconduct Disclosure Scheme and will request information from previous employers about any findings of sexual exploitation, sexual abuse or sexual harassment during employment. By submitting an application, the applicant confirms his/her understanding of these recruitment procedures.

Research shows that women and those from marginalised ethnic groups are less likely to apply to jobs unless they meet every single requirement. If you’re excited about this role but your experience doesn’t align with every criteria described, we encourage you to apply anyway, you could be exactly what we need!

**Job purpose**

The job holder’s core responsibility will be to drive a vehicle as well as assisting with sales logistics, marketing and promotion activities, ensuring that targets are met, and all issues are reported to the Project Manager in a timely manner

The job holder will work as part of SHA’s portfolio of Energy projects contributing to the wider growth and development of Energy activities in Malawi.

# Key responsibilities and duties

1. **Project Implementation**
* Driving organisational vehicles with care and responsibility
* Cleaning the vehicle daily
* Regular checking of insurances and COF’s expiry date and facilitating renewal.
* Ensuring safety and security of the vehicle when it is in their custody and make sure that vehicle procedures and car tracker requirements are followed all the time.
* Check engine and gear box oil, battery acid, break and clutch fluid and kept to recommended levels.
* Ensuring that the vehicle is regularly serviced as scheduled.
* Recording vehicle logbook continuously and accurately
* Timely reporting any vehicle accidents as and when they happen
* Reporting any damage/mechanical faults to the Procurement department
* Monitor stoves levels of stoves and related components
* Conduct regular stock checks and audits
* Ensure proper storage and organisation of goods in the warehouse
* Provide accurate and timely delivery of stoves to LMDs ensuring they receive stoves in good condition
* Supporting the Portfolio Officers in the implementation of marketing activities such as conducting cooking demonstrations, sales monitoring, ER collection and raising awareness.
1. **Reporting and data management**
* Contribute to project reporting
1. **Other**
* Share learning and knowledge across all SHA’s Energy and other programmes’ projects
* Uphold and promote SHA’s child and adult safeguarding policy, design a safeguarding plan, monitor the implementation of the plan and ensure safeguarding quarterly risk assessment

Knowledge, Experience and Other Requirements:

* Minimum of 2 years in a similar position
* Malawi School Certificate of Education (MSCE)
* Full clean motor vehicle driving license class G or PG (motorcycle license will have an added advantage)
* Knowledge and understanding related to clean cook stoves
* Good communication and facilitation skills
* Strong analytical, problem solving and decision-making skills.
* Fluency in written and spoken English and Chichewa
* Computer skills, particularly MS Office (word, excel, PowerPoint).
* Those candidates with Certificate/Diploma in Logistics/ Marketing, Business management, or Community Development has an added advantage

**How to apply**

Qualified and interested candidates who meet the stated requirements must submit a completed Application Form, downloadable on <https://gsha.box.com/v/applicationform>. The completed application form should be uploaded together with the **Cover letter, Curriculum Vitae and Copies Certificates** saved in your name to:

<https://selfhelpafrica.org/ie/careers-apply/?jbcd=500QD00000WftCf%20-%20Advert%20for%20ATEC%20Logistics%20Assistant/%20Driver%20(76599)>

No hard copies / physical applications will be accepted. **Please note zipped Folder will not be accessed.**

**Closing date for the receipt of completed application forms is 12:00 Midnight of 18th April 2025** Only short-listed candidates will be contacted.

Self Help Africa takes the safety and well-being of all those we work with, and our staff, very seriously. We have a zero-tolerance policy on abuse. Our recruitment is safe, meaning that we recruit staff with the highest values and standards of ethical behaviour. Self Help Africa has a Safeguarding Children and Vulnerable Adults Policy, which reflects our commitment to protecting the people with whom we work. All candidates will be expected to comply with this policy and its procedures.

For more information about the organisation, please visit our website at [www.selfhelpafrica.net](http://www.selfhelpafrica.net/).

**SHA is an equal opportunity employer.**