**JOB DESCRIPTION**

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| **JD Unique ID:** | 79118 |
| **Job Title:** | Transport Officer |
| **Company/Employer:** | Self Help Africa |
| **Location:** | Abuja |
| **Contract type:** | Fixed term contract, full-time (local recruitment) |
| **Period:** | 12 months |
| **Remuneration:** | ₦3.2m to ₦4.4m annual gross |
| **Reports to:** | Head Transport Officer |
| **Organisation Overview:** | **About Self Help Africa** Established in 1984, Self Help Africa is an international development organisation that works through agriculture and agri-enterprise development to address hunger, poverty, social inequality and the impacts of climate change. We believe that equitable economic development is key to lifting communities out of long-term poverty, empowering them to take control of their futures and improving their quality of life.  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, 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-changingWorld.▪ **Community:** We are inclusive, honest and have integrity in our relationships. |
| **Programme Description:** | SHA has been working in Nigeria since 1999, implementing community-based development interventions to promote improved sanitation and hygiene practices to reduce water-borne diseases, improved livelihood, food security and resilience to climate change. Our multi-sectorial expertise informs our integrated approach to sustainable food systems, land restoration and climate adaptation.The organisation is duly registered with the Federal Government of Nigeria through the Corporate Affairs Commission and works closely in partnership with the Federal, State, Local governments and civil society organisations.SHA has offices in Benue, Cross River, Kano and Sokoto with a Country Office in Abuja, Nigeria. This role is based in the Abuja office. |
| **Job Purpose** | SHA Nigeria is seeking a reliable and skilled Transport Officer (Driver) to join our team and support the transportation of staff, goods, and resources to project sites, meetings, and other locations within and outside the city. The Transport Officer will be responsible for ensuring safe, timely, and efficient transportation while maintaining the organisation’s vehicle in good condition. This role will require a commitment to safety, attention to detail, and effective communication with the logistics and programme teams. |
| **Key Responsibilities** | **Vehicle Operation and Transportation*** Safely drive the organisation’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 organisation'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.
* Ability to track fuelling coupon usage and prepare timely retirements with supporting documentation.
* Must ensure timely monitoring of coupon balance and initiate top-up requests as needed.
* 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 Procurement and Logistics Officer immediately, and complete the necessary documentation in compliance with the organisation’s policy.
* Responsible for preparing and submitting monthly reports on vehicle usage, including mileage, fuelling, maintenance, and trip records.

**Compliance with Safety and Regulatory Standards*** Adhere to all local traffic laws and regulations, as well as the organisation’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 and country office 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.

**Transparency, Compliance and safeguarding*** Employ the highest standards of openness, transparency and accountability to ensure good financial management in line with SHA’s zero-tolerance approach to fraud, bribery and corruption.
* Demonstrate commitment to safeguarding, protection, gender mainstreaming and inclusion of vulnerable population including people with disabilities.
* Provide support to establish feedback, complaints and response mechanism across communities of implementation to ensure programmatic and operational decisions are informed by local perspectives and priorities and contribute to the protection of program participants at the LGA level.

**Accountability** In line with Self Help Africa’s commitments under the Core Humanitarian Standard (CHS), the job holder will: * actively promote meaningful community participation and consultation at all stages of the project cycle (planning, implementation, M&E).
* work with relevant colleagues to ensure that the Community Feedback and Response Mechanism (CFRM) is functional and accessible, that feedback and complaints are welcomed and addressed.
* work with relevant colleagues to ensure that information about CFRM, safeguarding and expected staff behaviour is disseminated among programme participants and communities.
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| **Key Relationships** | **Internal:**  Programme, Monitoring, Evaluation & Learning, Finance & Admin, Procurement, HR & Admin, Security and Communications teams. |
| **Knowledge, Experience and Other Requirements** | **Education and other qualifications:** * High school diploma or GED is preferred.
* Minimum of 3 years of experience as a professional driver, preferably in an NGO or development context.
* Valid driver’s license.
* ICT skills, and proficient in using MS Office.
* Clean driving record.
* Familiarity with GPS, route mapping software, and basic vehicle tracking systems is an advantage.

**Experience and skills:*** Experience driving in challenging road conditions or remote areas is highly desirable.
* Knowledge of vehicle maintenance and basic repair is an advantage.
* 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 their duties.
* Reporting and documentation.

**Desirable:** * Gender and intercultural sensitivity
* Positive outlook and team spirit
* Adaptable and responsive disposition relative to the demands of the task.

**Language Requirements:** Excellent written and oral proficiency in English and relevant local language (Nigerian pidgin English, Hausa etc) is required. |

**Application Procedure:**

Fill and send the attached Self Help Africa form and send your cover letter and CV in a single document (of not more than **4 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

The deadline for this application is **6th August, 2025.** You are advised to apply early, as applications will be treated on roll-in basis. Only shortlisted candidates will be contacted.

*All candidates offered a job with Self Help Africa will be expected to sign our* [*Safeguarding Policies*](https://selfhelpafrica.org/ie/wp-content/uploads/sites/4/2023/12/Self-Help-Africa-Child-and-Adult-Safeguarding-Policy-2023_Final_English.pdf) *and* [*Code of Conduct*](https://selfhelpafrica.org/ie/wp-content/uploads/sites/4/2023/12/Self-Help-Africa-Code-of-Conduct-2023_Final_English.pdf) *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 opportunities employer**