**JOB DESCRIPTION**

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| **Job Title:** | Driver  |
| **Company:** | Self Help Africa |
| **Department:** | Administration |
| **Location:** | Oda Bultum, Bedessa |
| **Contract Type** | One year with a possibility of extension |
| **Required Qty** | One |
| **Reports to:** | Project Manager  |
| **Purpose** | The Driver is responsible for project vehicle to which he/she is assigned and gives transportation services for the project staff and partners in and out of the project area. |
| **Key Responsibilities:** | * Facilitate transportation service for SHA staff and partners as ordered by the Project Manager or the Admin. Assistance as the case maybe
* Make regular check up on engine fuel & oil, battery, cooling system, tire pressure, etc on daily basis.
* Properly handle and clean up vehicles after field service.
* Follow up and participate on periodical vehicle service and maintenance.
* Check and change fuel & oil filter, air cleaner, break system and tire.
* Record data on vehicle logbook, travel register and fuel consumption.
* Work closely with SHA staff, government partners and the beneficiary community.
* Perform other duties as assigned to him / her by the Admin.Asstance by Project Manager.
* Shall be directly accountable to the (AA for drivers/ or the Project Manager for project drivers.
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| **Key Relationships:** | **Internal*** Country Director
* Head of Programmes
* Head of Finance & Administration

**External*** External Stakeholders
* Government Departments
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| **Knowledge and Experience** | * Diploma/certificate in auto-mechanic: minimum third level driving license
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| **Qualifications/Other Requirements** | **Desirables:*** Experience working in an international organization setting on agriculture and rural development related disciplines
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| **Role Competencies** | * Demonstrate flexibility in the face of change
* Ability to manage multiple priorities without loss of composure
* Determines the appropriate allocation of time
* Demonstrate the ability to foresee problems and prevent them by taking action
* Interact professionally with clients and colleagues
* Properly responds to requests with accuracy and courtesy
* Works as a competent member of team, willingly providing back-up support for co-workers when required
* Proficiency in quickly adapting to new technology and easily acquiring new technical skills
* Exhibit sound judgement and ability to make reasonable decisions in the absence of direction
* Refer problems to appropriate person when necessary
* Works effectively without constant and direct supervision or guidance
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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. Women candidates are highly encouraged**