A logo for a company

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**Join Our Team**

**Internal Advert for Driver / Marketing Assistant to be based in Lilongwe**

Self Help Africa (SHA - formerly United Purpose) 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, however our Malawi programme is by far and away our largest and most established country programme. SHA currently operates in 17 districts in Malawi, supporting 24 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 is implementing our Sustainable production, Economic Growth, Accountability and Resilience (SPEAR) programme to increase food and income security for those most vulnerable to climate change. This will also strengthen the cleaner cookstove market, by supporting to the distribution, marketing and sales of Zipolopolo Fast Stove and Chitetezo Mbaula across Lilongwe and Dedza districts.

**Job purpose**

The Driver / Marketing Assistant has responsibility for driving a vehicle as well as assisting with sales, marketing and promotion activities, ensuring that targets are met, and all issues are reported to management in a timely manner.

**Key duties and responsibilities:**

* Driving organisational vehicles with care and responsibility
* Cleaning the vehicle on a daily basis
* 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
* Supporting the Marketing Officer in the implementation of marketing activities such as conducting cooking demonstrations, sales monitoring, ER collection and raising awareness.
* Contribute to project reporting

**Education Knowledge, Experience and Other Requirement**

* Minimum of 2 years in a similar position
* Malawi School Certificate of Education (MSCE)
* Full clean motor vehicle driving licence class G or PG (motorcycle licence will have an added advantage)
* Knowledge and understanding related to efficient 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 candidate with Certificate/Diploma in 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=500QD000009Ly5f%20-%20Internal%20Advert%20for%20Driver%20/%20Marketing%20Assistant%20to%20be%20based%20in%20Lilongwe%20(54194>

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 23rd February 2024.** Only short-listed candidates will be contacted.

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

**SHA is an equal opportunity employer.**