**JOB DESCRIPTION FOR DRIVER**

|  |  |
| --- | --- |
| **JD Unique ID:** |  |
| **Job Title:** | Driver |
| **Organisation:** | United Purpose |
| **Location:** | Chimoio, Manica province |
| **Contract type:** | 1 Month Probation period, 1 year contract renewable  |
| **Reports to:** | Finance & Administration Assistant |
| **Organisation overview:** | In late 2021 Self Help Africa (SHA) and United Purpose (UP) merged. The two organisations – one headquartered in Ireland and the other in Wales – implement projects to end extreme hunger and poverty. 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 Kenya, and CUMO, Malawi’s largest micro-finance provider. |
| **Job Purpose:** | Carry out the tasks of transporting goods and passengers, ensuring their safety, respecting the highway code and safety rules, with a view to providing a safe, efficient and smooth service |
| **Key Responsibilities:** | * Daily checks on vehicle technical conditions, including tires, fuel, and radio equipment.
* Prioritize passenger safety by driving cautiously and adhering to speed limits and traffic rules.
* Ensure proper loading and unloading procedures.
* Verify validity of vehicle documents and driver's license.
* Adhere to safety regulations during vehicle movements, especially at customs, checkpoints, and roadblocks.
 |
| **Key Relationships:** | **Internal** Interacts and works closely and on a regular basis with the Project Manager, Project officer, Finance Manager and Mozambique Country Office project and office staff.**External**Interacts as required with other stakeholders, in collaboration with the Project Executants as appropriate. |
| **Knowledge, Experience and Other Requirements**  | * At least 3 years’ experience as a driver in the international NGO´s or private sector.
* Adheres to SHA/UP’s values, which are: Impact, Innovation, Community
* Fluency in Portuguese and local languages
 |

**How to apply**

Qualified and interested candidates who meet the stated requirements must submit a completed Application Form. The completed application form should be uploaded, together with the Cover letter, Curriculum Vitae and Copies Certificates saved in your name, to through the portal accessible here.

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 4th June, 2024. Only short-listed candidates will be contacted.

For more information about the organisation, please visit our website at www.selfhelpafrica.net

This Job Description only serves as a guide for the position available and SHA/UP reserves the right to make necessary changes.

Qualified and selected candidates will be requested to submit to a criminal record check.

If you have any issue or queries you may email Ana.Alzira@United-Purpose.org and Uaite.Cuche@united-purpose.org.

Any candidate offered a job with Self Help Africa/ United Purpose 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