

**VACANCY ANNOUNCEMENT**

Self Help Africa (SHA) is an International Non-Governmental Organization (NGO) dedicated to the Vision of an economically thriving and resilient rural Africa. We have over 50 years of experience working with Local NGO partners, smallholder farmers, Farmer field schools, and project Participants and their livelihoods more sustainable and resilient to external shocks. SHA also builds awareness of issues affecting smallholders and represents their interests at policy and institutional levels. SHA is a core member of the Gorta Group, Comprising Self Help Africa, Partner Africa and TruTrade, The Gorta Group combines expertise in Market-based solutions to poverty and rural development, Climate change mitigation and resilience; trade facilitation and farmer and worker rights; underpinned by an inclusive ethos that specifically targets women and youth. Self Help Africa in The Gambia urgently seeks to recruit a suitable candidate to fill the position of a driver.

**Driver (1 position) (Based in Banjul**

The driver shall drive all SHA staff and materials (goods). She/he shall ensure the safety of all SHA staff, guests, and authorized riders on board the SHA vehicle assigned to him/her. The incumbent shall be responsible for cleaning the vehicle assigned to him/her; performing regular checks before driving the vehicle and ensuring that the vehicle assigned to him/her in compliant with Traffic Standards. S/he shall maintain an accurate log of movements and update his/her supervisor on any abnormality noticed on the vehicle assigned on time. This position requires a trustworthy, respectful, and willing-to-learn individual.

**Key areas of responsibilities include:**

* Drives SHA staff, guests and authorized personnel and goods.
* Ensures all passengers on board the vehicle comply with safety measures.
* Accurately complete fuel and mileage log
* Recording vehicle logbook continuously and accurately
* Clean his/her assigned vehicle.
* Perform regular inspection/check.

**The Job Description for the position is below**

Please visit our website at <https://selfhelpafrica.org/ie/category/careers/> to apply for the position.

**The closing date for receiving applications is no later than the close of business on the 13th of December 2024.**

Please do not send certificates at this stage. Due to the anticipated high volume of applications, kindly note that only shortlisted candidates will be contacted.

**Self Help Africa is an equal opportunities employer**

Self Help Africa is completely against fraud, Bribery and Corruption. Self Help Africa does not ask for money for bids. if approached for money or other favor or if you have any suspicions of attempted fraud, Bribery or corruption, please report this at selfhelpafrica.ethicspoint.com. Please provide as much detail as possible with any reports.



**JOB DESCRIPTION**

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| **JD Unique ID:** | 70378 |
| **Job Title:** | Driver – Mechanic |
| **Company:** | Self Help Africa / United Purpose |
| **Location:** | Banjul, The Gambia |
| **Contract type:** | Fixed–Term (Full Time) 12 Months |
| **Hours:** | 40 Hours per week |
| **Reports to:** | Head of Programmes & Business Development |
| **Salary:** | Attractive |
| **Organisation overview:** | **About Self Help Africa**  Self Help Africa is an international development organisation that works through agriculture and Agri-enterprise development to end hunger and extreme poverty.    The organisation has a programme in 15 countries in sub-Saharan Africa and implements projects in Brazil and Bangladesh.  In early 2023 we launched a new five-year organisation strategy, which defines our 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 East Africa); and CUMO, Malawi’s largest microfinance 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 everchanging world.  ▪ **Community:** We are inclusive, honest and have integrity in our relationships. |
| **Job Purpose:** | The driver shall drive all SHA staff and materials (goods). She/he shall ensure the safety of all SHA staff, guests and authorized riders on board SHA vehicle assigned to him/her. The incumbent shall be responsible to clean the vehicle assigned to him/her; perform regular checks before driving the vehicle and ensure that vehicle assigned to him/her in compliant with Traffic Standards. S/he shall maintain an accurate log of movements and update his/her supervisor on any abnormality noticed on the vehicle assigned in a timely manner. This position requires a trustworthy, respectful, and willing to learn individual. |
| **Key Responsibilities:** | * Drives SHA staff, guests and authorized personnel and goods in a safe and professional manner. * Ensures all passengers on board the vehicle comply with safety measures or regulations (seat belt, etc). * Accurately complete fuel and mileage log * Recording vehicle logbook continuously and accurately * Clean his/her assigned vehicle in a timely manner. * Perform regular inspection/check before driving vehicle to ensure vehicle is road ready. * Report any abnormality to Office Assistant or Head of Programmes or his/her designate in a timely manner for prompt action. * Participate in Standard Operating Procedure (SOP) training on vehicle movement and safety protocols. * Request routine maintenance of vehicle (e.g., oil change, etc) at due date. * Report any incident/accidents to Admin immediately; receive instructions on way forward before acting. * Maintain minimum fuel level and request refuel in a timely manner. * Help dispatch letters and communication. * Respect all traffic rules and local authorities. * Be presentable whilst driving. * Ability to always maintain confidentiality. * Perform other duties as may be assigned. |
| **Key Relationships:** | **Internal**   * Project Manager * Head of Programmes and Business Development * Senior Finance Manager * Office Assistant * HR, Admin & Procurement Coordinator   **External**   * NGO Partners * Co-Implementing Partner * Donor to the project |
| **Knowledge, Experience and Other Requirements** | **Essential**   * Be in possession of valid driver’s license. * Minimum completion of Secondary School * At least 2 years of relevant work experience in driving. * Experience in driving Four Wheel vehicles (4WD) on all-weather roads. * Ability to maintain log on vehicle movement. * Experience in working in rough terrain, specifically at the provinces. * Must be able to communicate effectively in English orally and in writing. * Experience working as part of a multidisciplinary team that is culturally diverse. * Ability to follow instructions in a clear manner. * Clean Driving License with 3 years driving experience. * Demonstrable understanding of safeguarding risks and mitigating actions. * High levels of integrity, honesty, strong ethics but also a quick learner * Defensive driving skills desirable but not essential * Familiar with electronic gadgets and computers/internet * Highly organized and plans and implements work efficiently, with very minimum supervision. * Responsive to queries in a timely manner * Ready to work on occasional odd hours, including weekends and holidays. * Excellent communication skills * Fluency (level 3) in written and spoken English is required. * Fluency in speaking two or more of the local languages is required.   **Desirable**  **Travel –** Must be willing and able to travel up to 80% to project sites.   * Attention to detail, accuracy, and timeliness in executing assigned responsibilities. * Proactive, results-oriented, and service-oriented * Professional ability to maintain confidential information in a professional manner, respectful, courteous, and willing to support team effort. * Strong people and communication skills, open, accommodative, and pleasant personality. * Willing to work as a team and participate in team-building initiatives. |
| **Application Procedure** | 1. Please download the Job description 2. Please complete an Application Form, CV and cover letter outlining your suitability for the role. 3. The email title must be the same as the position you are applying for and the location of the position. 4. In the cover letter (not more than 2 pages), please ensure to explain the following:   • Why you are applying for the position  • How do your skills and experiences meet the job’s specifications?  • When will you be able to take up the position if successful?   1. The deadline for this application is 13th December 2024. You are advised to apply early, as applications will be treated on a rolling basis. Only shortlisted candidates will be contacted. 2. Self Help Africa is an equal opportunities employer and will never ask for funds as part of the recruitment process. Female candidates who meet these qualifications are highly encouraged to apply.   Report Fraud at <https://wrs.expolink.co.uk/selfhelpafrica> |

*All candidates offered a job with Self Help Africa will be expected to sign our 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/ [relevant police authority] vetting.*

**Self Help Africa strives to be an equal opportunities employer.**