**JOB DESCRIPTION**

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| **JD Unique ID** |  |
| **Job Title** | Driver |
| **Company/Employer** | Self Help Africa (SHA) |
| **Location** | Lilongwe |
| **Contract type** | Fixed Full time Contract |
| **Reports to** | Project manager  |
| **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. |
| **Job Purpose** | Drivers are responsible for completing all logistical support to the organisation and the projects we implement in a timely, efficient, and transparent manner. The position necessitates a realistic understanding of the operating environment as well as the ability to carry out multiple tasks as assigned from time to time in collaboration with other departments. The organisation is looking for Driver to support projects across the country and will be based at the Lilongwe Country Office. The successful candidate will be offered a position based on his or her performance |
| **Key Responsibilities** | The following are the key responsibilities for the temporary driver:* Assist in management of fleet (Car tracking, vehicles allocation, fuel management, fleet service and repairs as well as production of fleet reports).
* Drive organizational vehicles with care and responsibility Ensuring safety and security of the vehicle when it is in his/her custody.
* Cleaning the vehicle on a daily basis. Ensuring that the engine and gear box oil, battery acid, break and clutch fluid and tire pressures are regularly checked and kept to recommended levels.
* Ensuring that the vehicle is regularly serviced and maintained.
* Recording vehicle log book continuously and accurately.
* Timely reporting any vehicle accidents as and when they happen. Reporting any damage/mechanical faults to the Project Manager
* Providing vehicle performance report for each service
* Keeping up a travel log record of areas travelled, time etc and fuel receipts
* Provide daily report to the supervisor
* Recognize and timely notify supervisor of any faults concerning vehicles or worn out parts
* Perform any other duties assigned from time to time by the manager
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| **Key Relationships** | **Internal**: SHA Projects Managers, Departmental heads & District Offices**External:** NGO partners, Government Ministries & Stakeholders, Car tracking service providers. |
| **Qualification** | * Clean driving License. Defensive driving skills desirable but not essential
* Minimum of a Malawi Schools Certificate of Education
* Minimum of 3 years’ experience in related role
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| **Knowledge, Experience and Other Requirements** | **Essential** * Strong understanding and practical experience driving 4 x 4 vehicles (Off-road)
* Demonstrable understanding of safeguarding risks and mitigating actions.
* High levels of integrity, honesty, strong ethics but also a quick learner
* Proven problem solving and organizational skills, flexibility and calm under pressure.
* Knowledge of the NGO sector in Malawi and Humanitarian Aid/ Emergency Response.
* Excellent English language skills with excellent verbal, analytical, and organizational skills - a good communicator
* Good team-worker; able to live and work closely with a small team with minimum direct supervision.
* Commitment to international and humanitarian NGO codes, standards and practices.
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Self Help Africa takes the safety and well-being of all those we work with, and our staff, very seriously. We have a zero-tolerance policy on abuse. Our recruitment is safe, meaning that we recruit staff with the highest values and standards of ethical behaviour. Self Help Africa has a Safeguarding Children and Vulnerable Adults Policy, which reflects our commitment to protecting the people with whom we work. All candidates will be expected to comply with this policy and its procedures.

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

*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.*

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*Employee Name Employee Signature Date*

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*Supervisor Name Supervisor Signature Date*

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