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**JOB DESCRIPTION**

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| **Job Title:** | Driver  |
| **Company:** | Self Help Africa |
| **Department:** | Finance and Administration |
| **Reports to:** | Project Coordinator |
| **Job Purpose:** | The purpose of the job is to drive staff and to manage the project vehicle for Self Help Africa |
| **Results Areas:** | **Responsibilities and Activities** |
| * Drive the project vehicles with strict adherence to local traffic laws and in accordance to project rules and regulations pertaining to vehicles
* Transport project staff and materials in Kiryandongo District and the regions
* Maintain the vehicle in a satisfactory condition, including weekly cleaning of the interior and exterior and periodic (quarterly) cleaning of the motor and chassis.
* Ensure that tyres are in good working conditions at all time, and that spare tyre is in good condition
* Ensure that vehicle usage log is updated on a daily basis and submitted on a monthly basis.
* Ensure that fuel consumption report is submitted as required.
* Ensure regular maintenance of the vehicle, and that fluids (water, oil, fuel, washer liquid, etc.) levels are at required levels
* Report any apparent malfunction to the Supervisor.
* Report any damage or accident to the Supervisor immediately.
* Ensure that the vehicle is safely parked and locked when not in use.
* Carry out project errands as required.
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| **Qualifications/****Other Requirement:** | * Must possess a UCE or UACE certificate
* Should have 5 years driving experience with preferably Non-Governmental organisations
* Must possess a valid driver’s license with preferably classes B,DL,CM
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| **Skills & Abilities:** | * Knowledge of driving rules and regulations and skills in minor vehicle repairs. Knowledge of email, telephone and other applications.
* Trustworthy, high sense of responsibility, alertness; physical fitness on duty, emotional stability, neat and courteous.
* Good knowledge of the Project activity areas and the current conditions of roads and highways.
* Ability to deal patiently and tactfully with people of different national and cultural backgrounds.
* Flexibility to fit into often changing priorities
* Ability to fluently communicate in both verbally and written language(s) applicable to project requirements
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