

Title of post: Driver**Example Posts****Reporting Line**

Field Team Leader,
Logistician/Administrator

Education

- Primary education certificate, Secondary School certificate or its equivalent an asset. Professional driver's license;

Experience

- Safe driving record and at least 3 years of experience driving on and off road in both two and four wheel drive vehicles
- Experience in use of HF & VHF communications equipment
- Certificate in vehicle maintenance an asset.

Language

Fluent in written and spoken English (or international language use).

Skills

- Good mechanical and maintenance skills
- Negotiating ability (checkpoints, military, rebels)
- Ability to understand and follow oral and written instructions.
- Ability to operate lift equipment.
- Ability to lift weights of 40-60 Kg
- Ability to read road map and use GPS
- Ability to use HF and VHF
- Problem solving capacity
- Capacity to work under stress
- Rigor and punctuality

Role description and responsibilities**People and equipment safety**

- Responsible for safely driving vehicles for the transport of the assessment teams
- Respect the country's rules of the road and follow the logistician's planning and instructions; respect the driving rules of the international organisation;
- Transport assignments for both intra-city and inter-city may also include collection and delivery of official mails, documents and other items.
- Ensure that all safety regulations, security operating procedures and standard HF & VHF communications procedures are followed.
- Ensure that all people travelling in the vehicle have their safety belts fastened when the vehicle is in motion;
- Assist the logistics team with loading, unloading, packing and transferring any material as requested;
- In case of an accident, adhere to the country's regulations, immediately report the accident to the closest police station and duly inform the logistics department;
- Follow the instructions of the manufacturer when using the vehicle;
- Keep all personal documents as well as those of the vehicle in safe place and check that they are valid;
- Make sure the vehicle is equipped with a ready-to use medical kit;
- Make sure the vehicle is not overloaded.

Assessment team support

- Maintain self-control and exhibits a stable and reliable personal character at all times;
- Support other team members
- Ensure radio communications;
- Report any relevant information to the assessment team leader
- Act as translator if necessary
- Keep an eye on the security environment and report incident or threats to the Team Leader.
- Inform the team members about departure and return time and about where to find him.
- Keep informed the capital team about location and ETA of the assessment team.

Ensure maintenance of the vehicle

- Ensures that all mandated security related equipment is present and operational in the vehicle at all times
- Solve minor technical problems;
- Inform the logistics department of any major repairs to be carried out;
- Report faults, required maintenance or repairs to the logistics team immediately upon discovery;
- Carry out daily checks before starting up the motor;
- Keep the vehicle clean;
- Note down fuel consumption in the record book in the morning and at the end of the day as well as any information concerning the maintenance of the vehicle;
- Park the vehicle with the front facing outwards ready to leave.

Prepare departures to the field

- Inspect and prepare the vehicle the day before departure so as to be on time;
- Prepare additional equipment to be brought along according to needs (fuel, flags, tools, water, medical kit, extra wheel).

Assessment Coordinator:

Name: _____

Position: _____

Signature: _____

Date: _____

Driver:

Name: _____

Position: _____

Signature: _____

Date: _____