

## JOB DESCRIPTION AND PERSON SPECIFICATION

**JOB TITLE:** Driver (Roster Position)

**REPORTS TO:** Project Finance and Admin Officer- field based or Logistic and Asset Management Office - Country Office based

**REPORTING TO POSTHOLDER:** N/A

**LOCATION:** Addis Ababa/Different Location

**DURATION & HOURS:** as per the project life time

### PURPOSE OF THE ROLE

The purpose of the role is to drive vehicles for a project working in rural and semi urban areas. Reporting to the Project Finance and Admin Officer or Logistic and Asset Management Officer, the Driver is to assist the field office in operational areas to fulfil its mission by providing safe driving support and general administration and logistical work. The driver is responsible to provide secure and timely driving services to transport passengers and/or goods. Assist with meeting room re-arrangement for various meetings/events and perform occasional handyman jobs inside the Office.

### KEY TASKS AND RESPONSIBILITIES

- Provides transport for all project activities.
- Ensures the security of passengers and the vehicle in all conditions.
- Maintains the smooth running condition of the assigned vehicle. In case of mechanical problems immediately notifies the immediate supervisor.
- Maintains an accurate, up-to-date logbook: record mileage, fuel receipts, servicing, repairs, accidents, other incidents, etc. according to the drivers package which includes daily maintenance and this includes the daily check and subsequent maintenance of oil level, fuel level, battery level, brake and clutch fluid level and tyres.
- Always work according to the rules for drivers – maintain the cleanliness of the assigned vehicle, correctly load and unload goods to be transported and safeguard the vehicle in every possible way.
- Assists in annual vehicle inspection.
- Perform preventive and regular maintenance on vehicle
- Keep vehicle clean and do the necessary technical check-ups every day
- Maintain a valid driver's license, ready at all times for inspection.
- Ensures that all non-Farm Africa passengers are not in the vehicle unless authorized.
- Reports any accident to traffic police and office immediately.
- Parks the vehicle at safe place while on mission.
- Make sure third-party insurance coverage is maintained.

- ❏ Ensures all lights, indicating lights, side view mirrors, seat belts are functional.
- ❏ Carry out other duties assigned by supervisor

These essential functions are not to be interpreted as a complete statement of all duties performed. Employees will be required to perform other job related duties as required. All work responsibilities are subject to having performance goals and/or targets established.

PERSON SPECIFICATION	
Essential	Desirable
<b>Education, qualifications &amp; other knowledge</b>	
10/12th grade complete or above with appropriate technical skill training	
3 <sup>rd</sup> Grade Driving license	
<b>Experience</b>	
A minimum of 4 years' experience in similar organisations	
Knowledge of diesel, 4WD and regular engine of different models, the normal process of inspection and maintenance & service, etc	
Ability to organize and prioritize workload independently, using initiative when appropriate	
Ability to work methodically, with above average attention to detail;	
<b>Skills &amp; abilities</b>	
Skilled in vehicle daily checks	
Knowledge of the rules of the road	
Knowledge of health and safety familiarisation course.	
Pleasant and polite attitude at all times; ability to reflect the professional standards of FARM-Africa;	
Interest in and commitment to FARM-Africa's activities, enthusiasm to represent FARM to others.	
Show good manners with staff and guests	
Dynamic and highly motivated;	
Excellent communicator at all levels;	
Able to work with minimal supervision	

### Our Values

Investing in smallholder farming is the number one way to combat poverty in rural Africa. Farm Africa is a leading NGO specialising in growing agriculture, protecting the environment and developing businesses in rural Africa.

**EXPERT:** Expertise and insightful evidence-based solutions are at the heart of everything Farm Africa does.

**GROUNDLED:** Our teams and partners work closely with local communities, engaging them in every level of decision-making.

**IMPACTFUL:** We deliver long lasting change for farmers, their families, and the environments they live in.

**BOLD:** We model innovative approaches and are not afraid to challenge strategies that are failing.

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Those who meet the above requirements should submit their short CV (maximum of 4 pages) and a cover letter (maximum 1 page) addressing [ethrecruitment@farmafrika.org](mailto:ethrecruitment@farmafrika.org) with the subject **Driver (Roster Position)** by **20 October 2021**.

**Only short-listed candidates will be contacted.**

*Farm Africa is an equal opportunity employer and promotes gender equity. Canvassing will lead to automatic disqualification. Farm Africa does not charge a fee at any stage of the recruitment process. (E.g. Application, interview, meeting, processing, training or any other fees).*