JOB DESCRIPTION AND PERSON SPECIFICATION

JOB TITLE: Driver for SHARE II Programme

PROJECT: Bale SHARE II Programme

REPORTS TO: Project Finance and Admin Officer

REPORTING TO POSTHOLDER: None

LOCATION: Robe town Bale, Oromia Regional State

DURATION & HOURS: until 24 April 2024 GC with probation period of 60 working days

BACKGROUND

Farm Africa was founded in 1985, is international non-governmental organization working in Ethiopia since 1988. We drive agricultural and environmental change to improve lives. Our strategy has three pillars: agricultural expertise, management and preservation of ecosystems, and the power of business to drive prosperity. We believe Africa has the power to feed itself and are helping make this happen by establishing and spreading the best farming and forestry techniques so that poor farmers and herders have more food to feed their families and to sell. We help smallholders manage their natural resources sustainably so that they can withstand climate change challenges and shocks and ensure their families have enough food in the future as well as now. Farm Africa works in partnership with communities, government, local and international organizations, and the private sector to innovate, learn and share best practices for maximum impact of our projects.

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, 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

Key areas of responsibilities are:

- 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

10/12th grade complete or above with appropriate technical skill training
3rd Grade Driving licence
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;
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.** Deep expertise and insightful evidence-based solutions are at the heart of everything Farm Africa does.

**GROUNDED.** Positive change starts with Africa’s people, so our experts work closely with local communities, engaging them in every level of decision-making.

**IMPACTFUL.** We take a long-term view so we can deliver lasting changes for farmers and their families.

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

Those who meet the above requirements should submit their short CV (maximum of 4 pages) and a cover letter (maximum 1 page) addressing ethrecruitment@farmafrica.org with the subject **Driver for SHARE II Programme** by 8 August 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).*