

DRIVER

Background

Malaria Consortium (MC) is a British registered charity (www.malariaconsortium.org) specialising in communicable disease control programmes. In the Republic of South Sudan MC provides support to the Ministry of Health (MoH). This includes high level technical support for the development of policies, guidelines, and strategies. It also includes capacity building work to strengthen the quality of care provided by health facilities. In the past year we have also begun implementation of community-based programmes focussing on controlling key childhood illnesses. Our current programmes are focussed on treatment of diarrhoea, malaria, pneumonia and severe acute malnutrition.

Location

The position is based in Northern Bahr el Ghazal and will report to the Logistics Officer.

General Description of the Role:

Drivers are a key part of the Malaria Consortium team and our drivers need to be enthusiastic people who are reliable and able to drive safely. The role will involve working as part of a large team and providing transport support to staff members. Malaria Consortium drivers have the following responsibilities:

Safely Transport persons and goods

- Transport safely Malaria Consortium employees and goods as directed by the Logistics Officer.
- Always be in possession of a valid driving license and personal identification.
- Respect and observe the Republic of South Sudan traffic regulations, speed limits and adjust speed according to road and risk conditions (for example, when driving in villages or populated areas).
- Observe Malaria Consortium standard operating procedures for vehicles.
- Observe the manufacturer technical conditions of use for all vehicles.
- Report any accident immediately to line manager and the nearest police station for purpose of insurance claims.
- Assist in loading and off loading, and fetching water.
- Ensure safety of vehicles assigned to you at all times.
- Ensure passengers wear seat belts at all times.

Vehicle maintenance and checklist for field trips

- Responsible for daily and weekly preventive maintenance and report to the Logistics Officer any problems with vehicles.
- Ensure vehicles are always on full fuel tanks.
- Diligently and promptly update the movement and fuel consumption logbook.

- Furnish the logbook to the Logistics Officer as and when required to facilitate preparation of monthly vehicle and fuel consumption reports.
- Always ensure the vehicle insurance and licenses are valid before driving any vehicle.
- Alert Logistics Officer when service and maintenance schedules are due.
- Clean the vehicle inside and outside as and when necessary/ keep your vehicle clean externally and internally at all the times.
- Check that items mentioned in the logbook are in the vehicle before leaving.
- Perform daily vehicle pre-departure checks to include fuel, engine oil, coolant, lights, tyres, horn, tools and equipment, brakes, windows and mirrors, etc.
- When a field trip is planned, the driver has to inspect and prepare the vehicle the day before leaving and be ready for scheduled departure time.
- The driver has also to prepare additional materials according to trip needs (for example, additional fuel tank, stickers, flag, medical and food kits, additional spare tyres).
- Conduct daily, weekly and monthly vehicle check.
- Your schedule is subject to change at any time according to the organization needs.
- Behave in a professional manner at all the times with the understanding that the public associates your behaviour with Malaria Consortium.

Security, Communication and Miscellaneous duties

- Ensure the vehicle radio communication is in good working condition.
- Maintain regular radio communication with the base station while travelling away from the base. Radios should be switched on for communications at all times.
- Observe and ensure adherence with security guidelines in the programme area of operation.
- Assist Logistics Officer and colleagues in gathering security information analysis especially pertaining to routes to be travelled. To advise the logistician on the security of such routes and whether Malaria Consortium vehicle should travel or not on a given route.
- Promptly report all relevant security incidents/concerns to the Logistics Officer.
- Carry out other delegated tasks using Malaria Consortium vehicles. These may range from mail delivery, payment of bills, picking or dropping of staff or visitors and other similar tasks.
- Organize the assigned task in the most efficient and effective manner, so as to minimize vehicle use (fuel consumption, wear and tear).
- Carry out any other duties as requested by the Logistics Officer and any senior staff.
- Follow Malaria Consortium's security protocol at all times.

Experience, skills and qualifications

- Have a valid driving licence for at least 1 year.
- Experience of driving in different road environments (e.g. in town, and in remote villages).
- Ideally worked for a local or international organisation for at least 1 year.
- A team player who is reliable and has a sense of humour.
- Good command of written and spoken English
- Fluent in Dinka and / or Arabic

Female applicants who meet the above requirements are encouraged to apply.

Package: Competitive NGO salary and benefits.

Contract duration: 1 Year (with 3-month probation)

Contact Details: CVs can be handed into the Malaria Consortium Office or emailed to m.ahern@malariaconsortium.org

Application Deadline: Friday 16th September 2011

Only successful applicants will be contacted for an interview. If you do not hear from us please consider your application unsuccessful.