

JOB DESCRIPTION

Job title:	Driver/Logistic Assistant	Location:	Sub Country Office, Hawassa
Department:	Finance and Operations	Length of contract:	One year with possible extension
Role type:	National	Grade:	2
Travel involved:	None	Child safeguarding level:	2
Reporting to:	Line manager: Country Technical Coordinator	Direct reports:	None
	Dotted line manager:		

Organisational background

Established in 2003, Malaria Consortium is one of the world's leading non-profit organisations specialising in the comprehensive prevention, control and treatment of malaria and other communicable diseases among vulnerable and under privileged populations. We increasingly find our work on malaria can be effectively integrated with other similar public health interventions for greater impact and therefore expanded our remit to include child health and neglected tropical disease interventions.

We work in Africa and Asia with communities, governments, academic institutions, and local and international organisations, to ensure effective delivery of services, which are supported by strong evidence.

Our areas of expertise include:

- disease prevention, diagnosis and treatment
- disease control and elimination
- systems strengthening
- research, monitoring and evaluation leading to best practice
- behaviour change communication
- national and international advocacy and policy development

Country and project background

Malaria Consortium has been operational in Ethiopia since 2004. At national level, it provides technical support to the Federal Ministry of health (FMOH) and plays a lead role in coordinating the efforts of CSOs/NGOs and other agencies fighting against malaria in Ethiopia and serves as a secretary of the

national malaria control taskforce and the technical advisory committee. At regional level it is engaged in health systems strengthening (HSS), behavioural change communications (BCC), operational researches, and monitoring changes in malaria epidemiology with available interventions in SNNPRS.

Job purpose

The Driver/Logistics Assistant will be responsible for overall vehicles related service and delivery of high quality logistic related assistances.

Scope of work

The Driver/Logistics Assistant will be responsible for assuring vehicle in good condition, providing professional and diligent driving service to all staff members and visitors, maintain vehicle properly and provide logistics and operation support.

Key working relationships

- The Driver/Logistics Assistant will be closely working with Country Technical Coordinator and all staff member at Sub Country office. In addition, will have communication with visitors and others while providing courier services.

Key accountabilities

1. Safely Transport persons and goods(70%)

- Transport safely Malaria Consortium employees and goods as directed by the Sub Country Programmes Coordinator
- Respect and observe the Ethiopian traffic regulations, speed limits and adjust speed according to road and risk conditions
- Observe Malaria Consortium standard operating procedures for vehicles
- Observe the manufacturer technical conditions of use for all vehicles
- Report any accident immediately to the line manager and the nearest police station for purpose of insurance claims
- Assist in loading and off-loading
- Ensure safety of vehicles assigned to you at all times
- Ensure passengers wear seat belts at all times

2. Vehicle maintenance and checklist for field trips(20%)

- Maintain the vehicles properly, including properties of the organization
- Check service period of the respective vehicle alerting the Country Technical Coordinator when service and maintenance schedules are due
- Ensure vehicles are always on full fuel tanks
- Diligently and promptly update the movement and fuel consumption logbook
- Furnish the logbook to the Country Technical Coordinator 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 finance assistants 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
- 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, medical kits, additional spare tyres etc)
- Behave in a professional manner at all the times with the understanding that the public associates your behaviour with Malaria Consortium

3. Security, Communication and Miscellaneous duties(10%)

- Observe and ensure adherence with security guidelines in the programme area of operation
- Assist Country Technical Coordinator and colleagues in gathering security information analysis especially pertaining to routes to be travelled.
- Advise the Country Technical Coordinator and colleagues 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 Country Technical Coordinator
- Have the contact addresses of line managers of the organization and emergency addresses of the City of Hawassa and respective regions
- Ensure you have charged functional cell phones at all times
- Carry out any other duties (mail delivery, payment of bills, picking or dropping of staff or visitors and other similar tasks) as requested by the Country Technical Coordinator
- Follow Malaria Consortium Ethiopia security manual at all times

Person specification

Qualifications and experience:

Essential

- Secondary school leaver
- Valid and relevant Ethiopian driving licence
- At least 2 years of experience working with NGO
- Flexible, ability to work both as an individual and as a team member

Work-based skills:

Essential

- Good interpersonal communication skills
- Basic computer knowledge
- Good command of written and spoken English
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Core competencies:

Delivering results

LEVEL A - Focuses on delivering contribution to Malaria Consortium and achieving own objectives

- ✓ Puts in effort required to ensure the delivery of own work and objectives to meet (and exceed) expectations
- ✓ Strong self-management of time and effort
- ✓ Checks own work to ensure quality

Analysis and use of information

LEVEL A - Gathers information and identifies problems effectively

- ✓ Attentive to detail
- ✓ Follows guidelines to identify issues
- ✓ Recognises problems within their remit
- ✓ Uses appropriate methods for gathering and summarising data

Interpersonal and communications

LEVEL A - Listens and clearly presents information

- ✓ Actively listens and pays attention
- ✓ Presents information and facts in a logical way
- ✓ Shares information willingly and on a timely basis
- ✓ Communicates honestly, respectfully and sensitively

Collaboration and partnering

LEVEL A - Is a good and effective team player

- ✓ Knows who their customers are and their requirements
- ✓ Respects and listens to different views/opinions
- ✓ Actively collaborates across teams to achieve objectives and develop own thinking
- ✓ Proactive in providing and seeking support from team members

Leading and motivating people

LEVEL A - Open to learning and responds positively to feedback

- ✓ Willingness to manage own development and performance
- ✓ Builds capacity of colleagues by sharing knowledge (induction) and acting as induction 'buddy' when asked
- ✓ Open to learning new things
- ✓ Responds positively to feedback from others
- ✓ Identifies mistakes and takes positive steps to improve

Flexibility/ adaptability

LEVEL B - Remains professional under external pressure

- ✓ Able to adapt to changing situations effortlessly
- ✓ Remains constructive and positive under stress and able to tolerate difficult situations and environments
- ✓ Plans, prioritises and performs tasks well under pressure
- ✓ Learns from own successes / mistakes

Living the values

LEVEL A - Demonstrates Malaria Consortium values

- ✓ Demonstrates integrity, honesty and fairness in dealing with colleagues and stakeholders
- ✓ Maintains ethical and professional behaviour in line with Malaria Consortium's values
- ✓ Treats all people with respect

Strategic planning and thinking and sector awareness

LEVEL A - Manages own workload effectively

- ✓ Plans and manages own workload effectively
- ✓ Is familiar with Malaria Consortium's mission and current strategic plan
- ✓ Understands own contribution to Malaria Consortium's objectives