|  |
| --- |
| **TITLE: Driver – Rwanda Country Office** |
| **TEAM/PROGRAMME:** Programme Operations | **LOCATION: Kigali** |
| **GRADE**: 6 | **CONTRACT LENGTH: Temporally** |
| **CHILD SAFEGUARDING:**Level 3:  the post holder will have contact with children and/or young people *either* frequently (e.g. once a week or more) or intensively (e.g. four days in one month or more or overnight) because they work country programs; or are visiting country programs; or because they are responsible for implementing the police checking/vetting process staff. |
| **ROLE PURPOSE:**To ensure an effective management of the organization fleet and meeting all transportation requirements of the Programme.Replacement of driver on leave.Need of extra hours for the weekend duties.To Call them when there is needIn the event of a major humanitarian emergency, the role holder will be expected to work outside the normal role profile and be able to vary working hours accordingly. |
| **SCOPE OF ROLE:** **Reports to:** Transport officer**Staff reporting to this post:** None**Staffs directly interact to this post: ......** |
| **KEY AREAS OF ACCOUNTABILITY:*** Ensuring that all field transport requirements are met
* Keeping up-to-date the sub office travel board
* Keeping vehicle transport requests.
* Driving project staff whenever to field sites
* Ensuring that good driving practices and security of vehicle is of high standard
* Ensuring that driving safety procedures are respected by all Save the Children staff
* Making vehicle monthly fuel consumption report to the line manager
* Notifying the line manager any maintenance and vehicle repairs due.
* Carrying out daily checking of all vehicle.
* Filling out vehicle log book.
* Entering vehicle logbook data into the ProFleet report on the computer.
* Keeping the vehicle in clean and good condition.
* Carrying out courier delivery.
* Assisting the line manager in following up maintenance and up keep of office and international staff houses.
 |
| **BEHAVIOURS (Values in Practice**)**Accountability:*** holds self accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values
* holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved.

**Ambition:*** sets ambitious and challenging goals for themselves and their team, takes responsibility for their own personal development and encourages their team to do the same
* widely shares their personal vision for Save the Children, engages and motivates others
* future orientated, thinks strategically and on a global scale.

**Collaboration:*** builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters
* values diversity, sees it as a source of competitive strength
* approachable, good listener, easy to talk to.

**Creativity:*** develops and encourages new and innovative solutions
* willing to take disciplined risks.

**Integrity:*** honest, encourages openness and transparency; demonstrates highest levels of integrity
 |
| **QUALIFICATIONS*** Rwanda national.
* Possesses a valid national driving permit of category, B and D.
* Have Mecanic certificate A2, and other related certificates.
 |
| **EXPERIENCE AND SKILLS****Essential*** At least secondary education
* At least 5 years of driving experience
* Able to work long hours
* Able to communicate in English

**Desireable*** Must be physically fit.
 |
| **Additional job responsibilities**The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience. |
| **Equal Opportunities** The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures. |
| **Child Safeguarding:**We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse. |
| **Health and Safety**The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures. |
| **JD written by:** | **Date:** |
| **JD agreed by:** | **Date:** |
| **Updated By:** | **Date:** |
| **Evaluated:** | **Date:** |