



[Driver/Logistics Assistant] - Role profile

Location	Mafa Borno State	Department	International
Reports to (<i>Job Title</i>)	Admin & Logistics officer	Salary Band	H
Matrix manager (if applicable)	N/A	<u>Competency level</u>	2

Role definition

Role purpose

To provide logistics support within Christian Aid's office in-country. To drive staff, visitors, and goods to required destinations timely and safely including co-operation with officials and check points. To maintain all Christian Aid vehicles, including safety equipment. To ensure regular maintenance of Christian Aid Vehicle and facility, ensure any complex vehicle repairs are carried out by the appropriate service provider.

Key outcomes

- All staff and visitors transported to and from their destinations in a safe and lawful manner, within as reasonable comfort as practicable and on time. This includes the use of seat belts for all passengers.
- Adherence and familiarity with local, State and Federal regulatory policies relating to safe driving on all Nigerian roads.
- Vehicles well maintained and free from filth. Servicing and repairs carried out by appropriate service providers as at when due.
- Valid copy of driver's licence appropriate for vehicle, daily vehicle check list, log book, insurance and other vehicle documentations up to date
- Positive communication and successful negotiation (in line with Christian Aid's policies and procedures) with officials and security or police forces, particularly at check points and border crossings.
- Radio (i.e. CODAN) and other communication devices properly used and maintained were applicable
- Ensures that daily and weekly vehicle and stand-by generator as well as other facilities inspections are performed, and that regular servicing is carried out.
- Prepares quarter and annual reports on the vehicle performance i.e. mileage covered and the unit and total cost incurred for own vehicle.
- Administrative support for the country program i.e. dispatch and collection of mails; purchase of items; collection of quotations; support in bank transactions, supervision of facility and ensure proper maintenance when needed etc.

Role agility

Expected travel per annum Up to 75 days **On call/unsocial hours** No

Surge capacity for emergency responses No



In order to respond to ever changing demands within the environment, Christian Aid operates within an agile framework (both in workforce and operational) that requires from all employees, a high level of responsiveness and adaptiveness to processes and structures making flexibility and a project based working approach the norm. To sustain this system, managers may/will agree further details of specific tasks and duties as part of the performance agreement. Any reasonable duty may be assigned that is consistent with the nature of the job and its level of responsibility, and employees may be required to change the focus of their role from time to time.

Role context

The role works within the operations family and is key to ensuring staff, visitors and goods are taken to their required destination within Christian Aids offices in-country with significant travel within country.

Role requirements

Relationships

External This role holder will have contact with visitors and partners in-country as well as contact with officials at check points

Internal The role is managed by the Admin and Logistics Officer

Decision making

Budgetary/savings responsibility N/A
N/A

Analytical skills

Ability to use good judgment to determine safety of travel and staff.

Developing self and others

Number of Direct reports N/A
N/A
Overall people management responsibility N/A

Role related checks

Child protection clearance Not required **Counter terrorism screening** Required

Person specification

Applied skills/knowledge and expertise

Essential

- Must have a minimum of 5 years' experience of driving a vehicle with passengers, knowledge of the area and experience of liaising with officials to cross check points.
- Good knowledge of road network in Borno and outside Borno to Project locations/CA Focal states in Nigeria
- Good communication skills
- Trustworthy with a high sense of honesty and integrity

- Educated to a minimum of diploma level with basic knowledge of manual work.
- Must have an up to date driving licence and any other documentation required to drive a vehicle and passengers some experience, indicated by one to two years learning period.
- Experience with vehicle scheduling

Desirable

- Administrative and Logistics support experience.
- Basic vehicle maintenance skills.
- Basic reporting skills

Digital/IT competencies required

Word, Excel, PowerPoint	Basic	Web content design & development	N/A
Internet based collaboration tools and video calling	Basic	Social Media	Basic
Data Visualisation	Basic		

DATE CREATED

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