



Job description

Job title: Driver-Project 93108

Job location: BENIN Cotonou

Reports to: Finance & Support Services Officer

Responsible for: Department: Finance & Performance

Job purpose

Sightsavers is an international non-governmental organisation that works with partners in developing countries to treat and prevent avoidable blindness, neglected tropical diseases and promote equality for people with disabilities. It is based in Haywards Heath in the United Kingdom.

With the support of the Bill & Melinda Gates Foundation, the Children's Investment Fund Foundation (CIFF), the ELMA Foundation (United Kingdom) and Virgin Unite, Sightsavers supports Benin in an Accelerated Trachoma Elimination Program. The objective of this new program is to fill some existing gaps and to help at least ten countries, including Benin, to eradicate trachoma and to stimulate eradication efforts in several other countries over the next five years.

The purpose of this job is to drive staff in the office as well as visiting Sightsavers staff and consultants when necessary and to ensure the maintenance and safety of all office vehicles at all times and to perform clerical duties in support of the efficient running of the office.

Principal accountabilities:

1. Driving 70%

- Drive safely within the laws of (Country) at all times and with respect for other road users pedestrians
- Act as driver for Staff to carry out all official duties
- Pick Sightsavers staff to & from Airport where this service is not outsourced
- Drive Sightsavers Project vehicle as appropriate for official errands

2. Maintenance of Vehicles 15%

- Check fuel, oil and water daily and fill up as necessary.
- Keep vehicles in a clean condition inside and outside.
- Check tyres, log books, tools, etc. and test drive each vehicle once a week.
- Undertake routine maintenance of vehicles, including simple repairs.

- Ensures vehicles are regularly serviced and advise the Administrative Assistant when servicing is required and/or when defects/ problems arise.
- Make sure all vehicles have reflectors, fire extinguishers, first aid box, etc. First aid boxes for the vehicles must be checked regularly to ensure that items used are promptly replenished.
- Lock up vehicles with security locks and/or alarms
- Keep a maintenance record of vehicles. e.g. replacement of major parts, tyres, batteries, body spraying, etc.

3. Office Errands 10%

- Transact business with the banks on foreign currencies for staff related travels.
- Maintain liaison with officials of immigration and embassies for staff entry visa's and renewal of passports and work permits.
- Assist in picking up invoices for procuring logistics.
- Payment of statutory obligations.

4. Admin support 5%

- Assist with the organisation of various office events (seminar, plenaries, meetings, workshops, Away Days etc)
- Undertake photocopying, scanning and filing as and when required.
- Monitor electricity/generator usage.
- Perform other admin duties as required.

Jobholder entry requirements - *the essential knowledge, skills and behaviours required*

Knowledge (Education & Related Experience):

1. Basic Education Certificate (BECE) BEPC
2. Extensive driving experience
3. Experience with working with NGOs.

Skills (Special Training or Competence):

- Attention to detail
- Good command of spoken English/French (As appropriate)

Key behaviours:

- Availability for emergency work on weekends and public holidays
- Alertness
- Neatness
- Ability to work under pressure
- Ability to travel at short notice
- Plus, we would expect the following:
 - Interpersonal and intercultural sensitivity
 - High degree of integrity
 - Active listener

Key relationships

Internal

- All country office staff
- Visiting Sightsavers staff

External

- Project Partners
- Consultants
- Immigration Service
- Embassies
- Service Delivery organisations
- Statutory payment offices (SSNIT, GRA, ENTERPRISE)
- Banks

Financial data