



Job description

Job title: Driver EC Funded Tusambilile Chapamo project

Job location: Chinsali, Zambia

Reports to: Programme Assistant

Responsible for: Department: Operations, Performance and Finance

Job purpose

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 60%

- Drive safely within Zambian laws at all times and with respect for other road users pedestrians
- Act as driver for Staff to carry out all official duties
- Transport Sightsavers staff to and from airport
- Drive Sightsavers vehicle as appropriate for official errands

2. Maintenance of Vehicles 20%

- 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 Officer 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. Administration 20%

- 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.
- Banking
- Receiving and directing calls and mail

- Assisting with workshop events and travel arrangements
- Messenger tasks and duties
- Purchasing of office supplies
- Assist in picking up invoices for procuring logistics
- Payment of statutory obligations
- Photocopying, scanning, filling
- Perform other duties as required

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

Knowledge (Education & Related Experience):

- Grade 12 Certificate (with 5 pass) or equivalent experience
- Extensive driving experience
- Experience with working with NGOs.

Skills (Special Training or Competence):

- Attention to detail
- Good command of English language

Key behaviours:

- Availability for emergency work on weekends and public holidays
- Alertness
- Neatness
- Ability to work in a fast-moving, busy environment
- Ability to travel at short notice
- Interpersonal and intercultural sensitivity
- High degree of integrity

Key relationships

Internal

- All field office staff
- Visiting Sightsavers staff

External

- Project Partners
- Consultants
- Service Delivery organisations

Financial data

