

ICMPD Generic Job Profile

Driver

ORGANISATIONAL SETTING:

FUNCTION (Task Identity):

The Driver provides reliable and secure driving services for the transport of passengers and materials, in accordance with applicable traffic regulations and ICMPD security policies. The Driver has a strong sense of responsibility, a client-oriented approach, courtesy and the ability to work with people of different nationalities and cultural backgrounds.

TASKS AND RESPONSIBILITIES (per Job Component):

- Provision of reliable and secure driving services, using the assigned vehicle for the transport of authorized passengers, materials, delivery and collection of mail, documents and other items within the framework of official ICMPD activities in accordance with applicable traffic regulations, within speed limits and ICMPD security rules and procedures.
- Check the assigned vehicle for serviceability every morning, keep the vehicle and its equipment in operational conditions and be ready to move at any time. Take care of petty maintenance of the vehicle and correct minor issues immediately; ensure that the vehicle is kept clean.
- Report major problems with the vehicle immediately and follow up so that corrective actions can be taken.
- Make sure the vehicle is parked in a condition of security.
- Plan road travel and movements, evaluating alternate routes and logistics, to ensure an efficient and safe journey. Verify conditions such as routes, weather and possible disruptions.
- Ensure proper use of the assigned vehicle through accurate maintenance of daily vehicle logs, provision of inputs to preparation of the vehicle maintenance plans and reports.
- Ensure adherence to office policy for the purchase of fuel, keep documentation in order (cards, receipts, etc.) in coordination with the Administrative and Finance Officer.
- Keep fuel expenditures log updated and inform the Administrative and Finance Officer accordingly.
- Keep maintenance expenditure records updated and inform Administrative and Finance Officer accordingly.
- Ensure availability of all the required documents and equipment on board assigned vehicle, according to local requirements /supplies (for instance, property documents and insurance, vehicle logs, office directory, map of the city/country, first aid kit, fire extinguisher, spare wheel and other parts.
- Collect and store waiver and authorization for transported passengers when required (third parties).
- Report immediately any traffic accident or other occurrences, related to the assigned vehicle and its occupants. Take immediate actions as required by the circumstances (ie contact authorities, insurance, etc.)
- Ensure strict adherence to ICMPD security rules and procedures, including by transported passengers.
- Participate in training activities, according to ICMPD regulations or when required by supervisor.
- Regularly update the assigned vehicle's utilisation calendar and communicate promptly with Project Manager/Officer in Charge when conflicting schedules arise.
- Report immediately any improper use of the assigned vehicle or issues, including those requiring

further maintenance service.

- Provide support to the office by undertaking minor clerical tasks; dispatch of letters, follow upon letters reception; keep the official communication log updated; dispatch of documents; collection of pro forma invoices (or other documents); distribute printed documents and material prior to meetings and workshops; record keeping of petty cash for fuel and basic repair work on cars against receipts, in coordination with the Administrative Officer and/or Resources Management Officer.
- Maintain appropriate physical conditions and rest, to ensure being in appropriate conditions for his/her job requirements.

KEY RESULTS (as per Job Component):

- Assigned Vehicle used properly in accordance with local driving regulations and best practices, considering the safety of passengers as a priority.
- Assigned vehicle and equipment kept in conditions of efficiency and properly maintained on a day-to-day basis.
- Documents and assigned vehicle equipment made available on a regular basis.
- Immediate action taken in case of any traffic accident and/or other incident.
- All related tasks implemented in line with security rules and procedures.
- Basic support provided to office with minor clerical tasks

INCUMBENT PROFILE:

- A valid license for driving in a professional capacity at the location, with safe-driving record (at minimum 2 years without any accident).
- No criminal record, to be certified by local authorities (free from conviction),
- Proof of a minimum of 3 years of position-relevant work experience with other NGOs or international organisations, or equivalent experience with public or private institutions.
- Excellent physical, mental and health conditions. Confirmation from a qualified General Practitioner or health institution that the candidate has a clear medical record and is physically and mentally fit to drive in a professional role, including confirmation that the incumbent is free from any medical conditions that could affect vehicle driving, counts with appropriate vision acuity and hearing capacity (certification will be required prior to hiring).
- Ability to lift heavy packages and luggage (up to 30/40 kilograms).
- Basic knowledge of vehicle maintenance and ability to perform minor repairs, change tires, and similar tasks”
- Ability to remain calm in stressful driving situations (e.g. heavy transit).
- Familiarity with use of navigation system and reporting protocols.
- Good written communication and arithmetical skills.
- Good verbal communications and problem-solving skills.
- Previous minor clerical / administrative job experience is an asset.
- Self-initiative and a proactive attitude with a strong sense of responsibility.
- Sense of discretion and integrity.
- Detailed knowledge of the operational and geographic context of the country, of primary and alternate routes and neighbourhoods, especially at the location of the ICMPD office.
- A polite, well-presented and professional disposition and experience in working with people from different cultural backgrounds.
- Professional training in vehicle maintenance and repair is an asset.
- Training by qualified bodies in defensive or evasive driving, 4WD, first aid, or security subjects is a distinct asset.
- Good ICT skills is an asset.

- Availability to occasionally work on weekends and nightshifts, and travel to the interior at short notice, also to risk areas, for multiple days.

CORPORATE QUALIFICATIONS:

- Experience in an international context is considered an asset.
- Proficiency in verbal/written English.
- Confirmation of completion of secondary school level of education.