

November, 2022



Jhpiego is an international, non-profit health organization affiliated with The Johns Hopkins University. For 40 years and in over 155 countries, Jhpiego Corporation has been providing technical support to the Ministries of Health in partner countries across the globe for the past 40 years in a variety of technical areas including cervical cancer treatment and prevention, community health, HIV and AIDS, maternal and newborn health, health workforce capacity development (both Pre-service and in-service), family planning, malaria, and IPC/WASH.

The following vacant position is available for immediate filling:

Driver (3 Positions)

Job Location: Freetown, Sierra Leone

Reports to: Administrative/Logistics Officer

Job Summary

Responsible for providing administration support to the Administrative Officer in transporting Jhpiego staff, partners and materials to project sites, including loading and unloading of vehicles. He/she ensures that all vehicles are well-maintained and are driven in a safe manner, in accordance with the local laws and policies, strictly following traffic rules and regulations.

Duties and Responsibilities:

Driving

- Ensures the safety and comfort of all passengers at all times
- Treats all passengers aboard Jhpiego vehicles courteously and respectfully, regardless of gender, age, religion or nationality
- Uses vehicle for **official use only**
- Undertakes delivery of materials and documents with instructions from supervisor
- Assists passengers with schedule and information and direction on routes

Repair and maintenance

- Keeps vehicles clean at all times
- Refuels vehicles when required
- Carries out necessary inspections
- Completes daily safety and maintenance checks of vehicle.
- Performs minor maintenance and repairs on vehicles; (e.g., replace bulbs, refill radiator water, change tires).
- Ensures timely engine oil change and other lubricants (i.e., brake fluid, engine oil, when required)
- Ensures that vehicle maintenance for all vehicles is planned for and done on time.
- Ensures license is renewed on expiry

Documentation

- Maintains accurate records including vehicle logs, fuel, oil change, maintenance record and others as required
- Follows Jhpiego safety and security guidelines
- Notifies supervisor of any safety or maintenance concerns

Safety & Security

- Ensures seat belts are properly worn by all passengers at all times
- Does not permit unauthorized adults or children to travel in Jhpiego vehicles
- Complies with all applicable safety requirements, laws and regulations
- Conducts regular safety checks on ALL vehicles, documents findings and follows up on action points.
- Participates in the Safety and Security committee of the office

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Administration

- Supports the maintenance of safety and security in the office building
 - Conduct periodic safety checks; document and follow up with action points
 - Maintain fire extinguishers and safety certification
 - Participate in safety and security committee
 - Supervise security guards including review visitor's log and entry of visitors to the office
- Supports the office manager to undertake the following administrative tasks:
 - Payment of utility bills and other administrative assignments to be designated
 - Banking including deposit and cashing of checks
 - Making purchases and collecting purchases from vendors
- Supports the management of the office premises as follows:
 - Supervise the maintenance of the garden
 - Supervise the maintenance of the generator and refuel the generator as needed
 - Supervise the maintenance of the air conditioners

Required Qualification, Knowledge, Skills and Abilities:

- Minimum of Senior High School Certificate
- Valid driver's license with accident-free record
- Defensive driving certificate is advantageous
- 5-years' experience, international organization or corporation experience is advantageous
- Ability to conduct routine vehicle maintenance
- Past experience with administrative tasks
- Computer literacy and use of MS Office, email and internet
- Good knowledge of the basic operations and maintenance requirements of vehicles

Qualified persons are required to send their Curriculum Vitae (CV) and application letter to:

SL-Recruitment@jhpiego.org

Deadline for the submission of applications: 8th December, 2022. Please note that given the likely high volume of applications, only shortlisted candidates will be contacted.