

**Terms of Reference
Driver
for
CORDAID Sierra Leone**

Starting date: 22nd June 2018
End date: 30th May 2019

LOCATION

During the assigned period the driver will be stationed in Freetown, Sierra Leone, with frequent travel to the provinces.

CORDAID IN BRIEF

CORDAID believes in a world without poverty and exclusion. We strive for a just and sustainable society where every person counts. We stand for knowledge and talent sharing between North and South, between farmers and businesses, between activists and policymakers. Where poverty, conflict and exclusion divide societies, we connect people and communities. We stand for professionalism, expertise and solidarity across borders. We make a difference where it is most needed. Together with more than 800 organizations in Africa, Asia, the Middle East and Latin America we structurally improve the living conditions of the poorest and most excluded populations - the bottom billion. We do that where natural disasters strike, where conflicts tear up communities and where under development keep families in extreme poverty. In the Netherlands we are known as CORDAID Memisa, CORDAID Mensen in Nood, CORDAID Kinderstem and CORDAID Microkrediet.

ASSIGNMENT

The Driver will provide various support and services to the CORDAID Country Office Sierra Leone. Specific duties include:

- Drive vehicle for official travel and business, as requested by staff and visitors
- Ensure that safe driving practices are adhere to including local driving codes and internally agreed standard
- Ensure punctuality and safe transport
- Observing the road and traffic laws and regulations of the socialist republic of Sierra Leone
- Perform minor repairs and arrange for other repairs, prepare vehicle spare part inventory
- Prepare and submit vehicle monitoring report, including records of vehicle operations, Maintenance, expresses mileage at the end of each month
- Log official trips, daily mileage, gas consumption, oil changes etc.
- Ensure vehicle is kept clean and tidy and in good working condition at all times
- Assist the finance and operations manager to ensure vehicle insurance registration is updated according to schedule
- Prepared to work out of office hours when needed.

MINIMUM REQUIREMENTS

- Holder of a professional driving license [license type ABC]

- Excellent driving skills
- Must be very alert and reliable
- Maintains Confidentiality
- Good eyesight
- Attention to detail
- **Displays self control and keep emotions under control when under pressure.**
- Excellent communication skills (written, verbal and visual)
- Dynamic team player, result oriented and proactive

Relevant work Experience:

- Minimum of 2years working experience as driver with good driving record
- Experience in working for an international organization
- Good knowledge of road systems in areas served and location of various offices, organisations suppliers etc...

TO APPLY

Applicants are required to submit application package via email address jobs_sl@cordaid.org and copy job@jobsearchsl.com with mail subject indicating "Driver - Name of Applicant". All Candidate's Resume must be submitted on or before the 11th June 2018.