



VACANCY ANNOUNCEMENT: DRIVER/LOGISTICIAN

Global Communities is a global development organization committed to working in partnership with communities worldwide to bring about sustainable, impactful changes that improve the lives and livelihoods of the vulnerable. Its mission is to create long-lasting, positive and community-led change that improves the lives and livelihoods of vulnerable people across the globe.

Global communities is seeking qualified candidates for the **Driver/Logistician** position based in Lilongwe for the USDA funded Agribusiness Investment for Market Stimulation (AIMS) program which seeks to bolster trade by increasing access to finance and expanding markets for small and medium agribusiness enterprises (SMEs).

The Driver/Logistician will be responsible for providing logistical support & transport services to the Global Communities program activities and ensuring proper implementation of auto safety procedures. This position is supervised by the Finance & Administration Officer (FAO).

ESSENTIAL DUTIES AND RESPONSIBILITIES

Driving and Vehicle Maintenance

- Develop and implement a weekly vehicle use schedule to ensure all the program needs are adequately met;
- Regularly monitor the vehicle insurance and alert the FAO on renewal status;
- Carry out daily checks on the vehicle. Items to be checked include but are not limited to: tires, rims, tire pressures, battery, windows, doors, wipers, parking brake, spare tire, engine coolant, oil level, windscreen washer, all lights, jack, wheel spanner, check for any leaks of vehicle fluids, and any damage on the body;
- Ensure vehicles are vacuumed, engine and under washed once every month;
- Always keep the vehicle fuel tank at least ½ full and account for fuel purchases;
- Accurately fill the vehicle mileage log on every trip made and ensure proper filing is done;
- Report to the FAO any defects, routine maintenance schedule and any accident involving GC vehicle, including filling a vehicle accident report;
- Implement auto safety procedures whenever handling a motor vehicle; including ensuring passenger safety and comfort;
- Ensure that all passengers wear seat belts at all times;
- Update the emergency contact document kept in the vehicle;
- Report to the Program Manager any requests made for what might be considered inappropriate use of the vehicle or inappropriate carriage of goods;
- Ensure that equipment like first aid boxes, fire extinguishers, flash light, tow ropes, jumper cables and other tools are always in a serviceable condition;
- Adhere to Malawi highway code while driving;
- Ensure that vehicles maintain a smoke-free environment at all times;
- Ensure that no alcohol is open or consumed inside of Global Communities vehicles;

- Adhere to a strict “no alcohol” consumption policy while on duty, including within 6-8 hours of official duty;
- Meet, greet, and transport GC guests to and from the airport;

Logistical Support

- Provide support to the program staff in the Field – e. g registering participants, making payments etc.
- Assist in sourcing of quotations;
- Delivering purchase orders and collecting goods;
- Collect bank statements from the bank or any other relevant correspondence;

The duties listed above are not inclusive of all the Driver/Logistician duties at Global Communities, other duties may be assigned at any time.

EDUCATION AND QUALIFICATIONS

- Secondary School level education.
- A certificate course in business administration, supplies management or any other relevant course an added advantage.

SKILLS AND EXPERIENCE

- Valid accident -free drivers' license
- At least 5 years driving experience in a busy environment both in urban and rural areas;
- Experience in maintenance and repair of motor vehicles preferred;
- Knowledge of the local terrain and various routes countrywide.
- Basic working knowledge of MS Word and Excel computer programs

LANGUAGE SKILLS

- Excellent command of English language including written and spoken English.

WORKING CONDITIONS

- Based in the Lilongwe office;
- Travel outside of Lilongwe as required to perform duties;

Apply via email to: kevacancies@globalcommunities.org. Please Quote the position title on the email subject while sending your application, attach your CV and cover letter, to be received not later than 20th July 2018.

Global Communities is an equal opportunity employer