

Relief Drivers

Location: [Africa] [Zimbabwe]

Town/City: Harare

Category: Fleet

Job Type: Fixed term, Full-time

BACKGROUND

World Vision is a global Christian relief, development and advocacy organization dedicated to working with children, families and communities to overcome poverty and injustice. We are a community of close to 40,000 staff working across the world to help change the lives of vulnerable children. Our supporters, partners and staff join forces with communities on the ground to help children enjoy good health, be educated for life, experience the love of God and their neighbours and be cared for, protected and participating in addressing issues that affect their lives. World Vision has been active in Zimbabwe since 1973. Our operations are spread across 9 out of 10 provinces, with a majority of over 1.75 million beneficiaries in rural areas. Our current programs focus on improving the well-being of boys and girls in three priority sectors: health and nutrition, livelihoods and education. We also focus on child protection, gender and disabilities, emergency assistance and resilience building as cross cutting priorities across our programs. World Vision Zimbabwe is committed to the safeguarding of staff, children and communities that we work with, preventing any type of unwanted behavior at work, including sexual harassment, exploitation and abuse, lack of integrity and financial misconduct. We are committed to promote the welfare of children, youth, adults and individuals with whom World Vision engages with. World Vision expects all staff to share this commitment through our conduct and behavior. We place a high priority on ensuring that only those who share and demonstrate our values are recruited to work with us. If you share the same vision and values, JOIN US and contribute to life in all its fullness for the children and communities we serve.

Position Title: Relief Drivers

Location: Various Districts**Purpose of the Position:**

The Relief Driver is responsible for providing safe driving services to the organisation, carrying staff to and from different work locations and ensuring that program vehicles are maintained in good working condition. The Relief Driver shall provide a variety of transportation support to the project.

Duties and responsibilities:

1. Transport World Vision staff / donors / stakeholders and consultants to designated approved locations.
2. Ensure adequate safety, cleanliness, security and maintenance of the project vehicle assigned.
3. Ensure proper day-to-day maintenance of the assigned vehicle through timely minor repairs, arrangements for major repairs, timely changes of oil, check of tyres, brakes, car washing, etc.
4. Ensure availability of all the required documents/supplies including vehicle insurance, vehicle logs, office directory, and necessary spare parts.
5. Route planning and requirements by studying schedule or ad-hoc request by the office.
6. Ensure passengers adhere to all road safety regulations.
7. Fulfil special requests by picking up and delivering items as directed.

Knowledge, skills and abilities:

- Mature and willing to work at odd hours.
- Good written, oral, interpersonal and organization skills.
- Ability to work well with others and to develop and maintain compatibility among project staff, subcontractors and recipients of assistance.

Qualifications and requirements:

- A minimum of 5 O' levels
- Must be a holder of at least a clean class 4 driver's license with a minimum of 5 years of driving 4X4 vehicles
- Class 2 licence or experience of driving heavy-duty vehicles is added advantage
- A valid defensive driving certificate is required
- Apprentice certificate or experience as a driver mechanic will be an added advantage
- Must have expert knowledge of driving rules and regulations
- Experience with NGO's or large complex organization/s is preferred.

NB: Shortlisting will be done as applications are received. Only shortlisted candidates will be contacted.

Qualified female candidates are encouraged to apply.

