

## Driver - Kasulu

Location: [Africa] [Tanzania]

Town/City: Kigoma

Category: Fleet

Job Type: Fixed term, Full-time

JOB PURPOSE		
To drive WVT vehicles so as to facilitate staff/visitor movements as assigned by Senior Transport Officer and keep the vehicle clean and in good working condition. Communicate World Vision's Christian ethos and demonstrate a quality of spiritual life that is an example to others.		
MAJOR RESPONSIBILITIES		
% of time	Activity	End Results
10%	To drive all WVT vehicles as planned.	<ul style="list-style-type: none"> <li>• The safe arrival of passengers and goods</li> <li>• Timely arrival to the destination</li> </ul>
10%	To ensure that the general state of the vehicle has been checked before and after use.	<ul style="list-style-type: none"> <li>• Well maintained vehicle</li> <li>• Well cleaned vehicle</li> </ul>

		<ul style="list-style-type: none"> <li>• To ensure the vehicle is always in good usable condition. The vehicle will be in roadworthy condition</li> </ul>
5%	Clerical services provision	<ul style="list-style-type: none"> <li>• Support smooth and quick dispatch and delivery of documents between WVT and other stakeholders.</li> <li>• Timely delivery of payloads</li> </ul>
10%	To Maintain Log Books	<ul style="list-style-type: none"> <li>• There will be a proper recording of mileage covered against fuel consumed</li> <li>• There will be a proper recording of mileage for normal service</li> </ul>

10%	To Ensure all required documents to the vehicle are valid and safely kept, Insurance, road safety stickers, availability of tool kit, fire extinguisher & first Aid Kit.	<ul style="list-style-type: none"> <li>• There will be proper adherence to road traffic rules</li> </ul>
5%	Ensure all visitors sign the child protection forms as soon as they are picked up.	<ul style="list-style-type: none"> <li>• The timely signing of child protection forms for visitors on arrival</li> </ul>
10%	To ensure that the vehicle is not overloaded either by people or luggage	<ul style="list-style-type: none"> <li>• To increase the life span of the tires</li> <li>• Adherence to the traffic rules and regulations</li> </ul>
10%	Report any adverse observation of a vehicle to Senior Transport Officer	<ul style="list-style-type: none"> <li>• The vehicle will be in roadworthy condition</li> <li>• To reduce the risk of accidents</li> </ul>

5%	Remind/advise Senior Transport Officer to matters pertaining to services and repairs of vehicles	<ul style="list-style-type: none"> <li>• Adherence to the Planned Preventive Maintenance</li> <li>• The vehicles will be in roadworthy condition</li> </ul>
5%	Other duties as assigned by the employer	<ul style="list-style-type: none"> <li>• There will be smooth support on any other activities assigned to drivers</li> </ul>
10%	Ensure that the vehicles are serviced as per the Planned Preventive Maintenance.	<ul style="list-style-type: none"> <li>• There will be safe arrival of both passengers and goods</li> <li>• The vehicle will be in roadworthy condition always</li> <li>• The lifespan of the vehicle will be increased</li> </ul>
10%	Adhere to WVT's Vehicle	

	Policy all the time	<ul style="list-style-type: none"> <li>• There will be timely parking of the WVT Vehicles</li> <li>• There will be no over speeding and therefore reduction of accidents</li> </ul>
100%	TOTAL	

### KNOWLEDGE/QUALIFICATIONS FOR THE ROLE

#### Required Professional Experience

- Achieving quality results and service
- Practicing accountability and integrity
- Communicating information effectively
- Thinking clearly, deeply, and broadly
- Understanding the Humanitarian industry
- Understanding WV's mission & operations
- Practicing innovation & change
- Demonstrating Christ-centred life and work
- Learning for growth and development
- Maintaining work/life balance

- Building collaborative relationships
- Practicing gender & cultural diversity
- Influencing individuals & groups
- Understanding World Vision's mission & operations

**Other Competence /Attributes:**

- Must be a committed Christian, able to stand above denominational diversities.
- Perform other duties as required.

Required  
Education,  
  
training,  
license,  
  
registration,  
and  
  
certification

- "O" level (Form Four)
- Valid class C (C1, C2, C3) driving license

Preferred  
Knowledge  
  
and  
Qualifications

- Form Four with NIT Advanced Driving Certificate or VETA Advanced Driving Certificate

<ul style="list-style-type: none"> <li>• Certificate in logistics, administration/procurement are the added advantages</li> <li>• Experience working in NGOs will be added advantages</li> </ul>					
Travel and/or		Physical		Language	
Work Environment Requirement	<ul style="list-style-type: none"> <li>• Work environment: Office-based with regular travel to the field</li> <li>• Travel: 15% Domestic travel is required.</li> </ul>	Requirements	<ul style="list-style-type: none"> <li>• 3 years in driving</li> </ul>	Requirements	<ul style="list-style-type: none"> <li>• Ability to communicate in English and good command of Kiswahili</li> <li>• A good relationship with other staff</li> </ul>