

## JOB DESCRIPTION

<b>Job title:</b>	<b>Driver</b>	<b>Location:</b>	<b>Various</b>
<b>Department:</b>	<b>Operations</b>	<b>Length of contract:</b>	<b>3 years</b>
<b>Role type:</b>	<b>National</b>	<b>Grade:</b>	<b>2</b>
<b>Travel involved:</b>	<b>Yes</b>	<b>Child safeguarding level:</b>	<b>TBC</b>
<b>Reporting to:</b>	<b>Line manager: Admin Officer</b>	<b>Direct reports:</b>	<b>N/a</b>
<b>Dotted line manager:</b>		<b>Indirect reports:</b>	<b>N/a</b>

### Organisational background

Established in 2003, Malaria Consortium is one of the world’s leading non-profit organisations specialising in the comprehensive prevention, control and treatment of malaria and other communicable diseases among vulnerable and under privileged populations. We increasingly find our work on malaria can be effectively integrated with other similar public health interventions for greater impact and therefore expanded our remit to include child health and neglected tropical disease interventions.

We work in Africa and Asia with communities, governments, academic institutions, and local and international organisations, to ensure effective delivery of services, which are supported by strong evidence.

Our areas of expertise include:

- disease prevention, diagnosis and treatment
- disease control and elimination
- systems strengthening
- research, monitoring and evaluation leading to best practice
- behaviour change communication
- national and international advocacy and policy development

### Country and project background

The Nigeria Country Office in Abuja, started operations in 2008, through the DFID/UKaid funded support to National Malaria Programme, SuNMaP (2008 – 2016). The office had presence in 23 states of the country and has managed at various times, about 15 projects and projects. It follows the mandate of the parent organisation in Nigeria and has been working specifically in the following areas:

- Malaria control/elimination
- Integrated community case management (iCCM) for malaria, pneumonia and diarrhoea
- Nutrition
- Neglected tropical diseases (NTDs)

Currently, the Nigeria country office manages MC programmes/projects in Sierra Leone, Chad and Burkina Faso. Malaria Consortium recently received grant from a pool of Philanthropic organizations and individuals through the recommendations of Givewell to implement SMC in three West African countries including Nigeria. In addition, Malaria Consortium has funds from GF (as a sub-recipient in GFATM, with SMC component) and SuNMaP2 for SMC. In Nigeria, Malaria Consortium will be using these funds to implement SMC implementation in 7 States (Bauchi, Kebbi, Kano, Katsina, Sokoto, Yobe and Zamfara).

Under this new funding and any anticipated additional funding, all malaria consortium SMC activities in country will be consolidated into a single project for better coordination and technical integrity. Approved by WHO in 2012, SMC is the monthly administration of a combination sulphadoxine-pyrimethamine and amodiaquine (SP+AQ) to children aged 3-59 months during the malaria transmission season to prevent or reduce the effects malaria. Evidence suggests that SMC given monthly prevents approximately 75% of all malaria episodes.

### Job purpose

Drivers are a key part of the Malaria Consortium team and our drivers need to be enthusiastic people who are reliable and able to drive safely, this job holder is responsible for operating the vehicle and ensures general safety of assigned vehicle in the field offices.

### Scope of work

The driver would be responsible for picking up and driving the project officials, pickups and other scheduled appointments. And also will be responsible for performing minor maintenance tasks on the vehicles to assure the functionality of the vehicle.

### Key working relationships

The officer working under the line-management of the Admin Officer. Would deliver aspects of the project as per the specified job tasks and expected deliverables.

### Key accountabilities

#### 1. Safely transport persons and goods (70%)

- Transport safely Malaria Consortium employees and goods as directed by the line manager
- Always be in possession of a valid driving license and personal identification
- Respect and observe the Nigeria traffic regulations, speed limits and adjust speed according to road and risk conditions (for example, when driving in villages or populated areas)
- Observe Malaria Consortium standard operating procedures for vehicles
- Observe the manufacturer technical conditions of use for all vehicles
- Report any accident immediately to line manager and the nearest police station for purpose of insurance claims

- Assist in loading and off-loading, and fetching water
- Ensure safety of vehicles assigned to you at all times
- Ensure passengers wear seat belts at all times

## **2. Vehicle maintenance and checklist for field trips (20%)**

- Responsible for daily and weekly preventive maintenance and report to the line manager any problems with vehicles
- Ensure vehicles are always on full fuel tanks
- Diligently and promptly update the movement and fuel consumption logbook
- Furnish the logbook to the line manager as and when required to facilitate preparation of monthly vehicle and fuel consumption reports
- Always ensure the vehicle insurance and licenses are valid before driving any vehicle
- Alert line manager when service and maintenance schedules are due
- Clean the vehicle inside and outside as and when necessary/ keep your vehicle clean externally and internally at all the times
- Check that items mentioned in the logbook are in the vehicle before leaving
- Perform daily vehicle pre-departure checks to include fuel, engine oil, coolant, lights, tyres, horn, tools and equipment, brakes, windows and mirrors, etc.
- When a field trip is planned, the driver has to inspect and prepare the vehicle the day before leaving and be ready for scheduled departure time
- The driver has also to prepare additional materials according to trip needs (for example, additional fuel tank, stickers, flag, medical and food kits, additional spare tyres)
- Conduct daily, weekly and monthly vehicle check
- Behave in a professional manner at all the times with the understanding that the public associates your behaviour with Malaria Consortium
- Ensures the official vehicles are safely parked within the office environment and approved sites at all times

## **3. Security, communication and miscellaneous duties (10%)**

- Ensure the vehicle radio communication is in good working condition
- Maintain regular radio communication with the base station while travelling away from the base. Radios should be switched on for communications at all times
- Observe and ensure adherence with security guidelines in the programme area of operation
- Assist Logistics Officer and colleagues in gathering security information analysis especially pertaining to routes to be travelled. To advise the logistician on the security of such routes and whether Malaria Consortium vehicle should travel or not on a given route
- Promptly report all relevant security incidents/concerns to the Logistics Officer
- Carry out other delegated tasks using Malaria Consortium vehicles. These may range from mail delivery, payment of bills, picking or dropping of staff or visitors and other similar tasks
- Organise the assigned task in the most efficient and effective manner, so as to minimize vehicle use (fuel consumption, wear and tear)
- Carry out any other duties as requested by the Logistics Officer and any senior staff
- Follow Malaria Consortium's security protocol at all times

## Person specification

### Qualifications and experience:

#### *Essential*

- Minimum Qualification of O' Level Certificate
- Honest, hardworking and pleasant personality with effective interpersonal skills
- Fluent in English
- Full driving licence
- Previous experience working as a driver

### Work-based skills and competencies:

#### *Essential*

- Honest, hardworking and pleasant personality with effective interpersonal skills

#### *Desirable*

- Knowledge/skills of basic mechanics
- Willingness to learn about security protocols

<b>Core competencies:</b>
<b>Delivering results</b>
<p><b>LEVEL A - Focuses on delivering contribution to Malaria Consortium and achieving own objectives</b></p> <ul style="list-style-type: none"> <li>✓ Puts in effort required to ensure the delivery of own work and objectives to meet (and exceed) expectations</li> <li>✓ Strong self-management of time and effort</li> <li>✓ Checks own work to ensure quality</li> </ul>
<b>Analysis and use of information</b>
<p><b>LEVEL A - Gathers information and identifies problems effectively</b></p> <ul style="list-style-type: none"> <li>✓ Interprets basic written information</li> <li>✓ Attentive to detail</li> <li>✓ Follows guidelines to identify issues</li> <li>✓ Recognises problems within their remit</li> <li>✓ Uses appropriate methods for gathering and summarising data</li> </ul>
<b>Interpersonal and communications</b>
<p><b>LEVEL A - Listens and clearly presents information</b></p> <ul style="list-style-type: none"> <li>✓ Actively listens and pays attention</li> <li>✓ Presents information and facts in a logical way</li> <li>✓ Shares information willingly and on a timely basis</li> <li>✓ Communicates honestly, respectfully and sensitively</li> </ul>
<b>Collaboration and partnering</b>
<p><b>LEVEL A - Is a good and effective team player</b></p> <ul style="list-style-type: none"> <li>✓ Knows who their customers are and their requirements</li> <li>✓ Respects and listens to different views/ opinions</li> <li>✓ Actively collaborates across teams to achieve objectives and develop own thinking</li> <li>✓ Proactive in providing and seeking support from team members</li> </ul>
<b>Leading and motivating people</b>
<p><b>LEVEL A - Open to learning and responds positively to feedback</b></p> <ul style="list-style-type: none"> <li>✓ Willingness to manage own development and performance</li> <li>✓ Builds capacity of colleagues by sharing knowledge (induction) and acting as induction 'buddy' when asked</li> <li>✓ Open to learning new things</li> <li>✓ Responds positively to feedback from others</li> <li>✓ Identifies mistakes and takes positive steps to improve</li> </ul>
<b>Flexibility/ adaptability</b>
<p><b>LEVEL B - Remains professional under external pressure</b></p> <ul style="list-style-type: none"> <li>✓ Able to adapt to changing situations effortlessly</li> <li>✓ Remains constructive and positive under stress and able to tolerate difficult situations and environments</li> <li>✓ Plans, prioritises and performs tasks well under pressure</li> <li>✓ Learns from own successes/ mistakes</li> </ul>
<b>Living the values</b>
<p><b>LEVEL A - Demonstrates Malaria Consortium values</b></p> <ul style="list-style-type: none"> <li>✓ Demonstrates integrity, honesty and fairness in dealing with colleagues and stakeholders</li> <li>✓ Maintains ethical and professional behaviour in line with Malaria Consortium's values</li> <li>✓ Treats all people with respect</li> </ul>

## Strategic planning and thinking and sector awareness

### **LEVEL A - Manages own workload effectively**

- ✓ Plans and manages own workload effectively
- ✓ Is familiar with Malaria Consortium's mission and current strategic plan
- ✓ Understands own contribution to Malaria Consortium's objectives