



Partners in Population and Development (PPD)
An Inter-Governmental Organization
Promoting South-South Cooperation

Job Description

Post Title : Driver
Grade : General Services
Line Manager : Administrative Manager

KEY ROLE: The key role of the driver is to drive staff members and guests safely, ensures Vehicle is efficiently maintained, attend office work as assigned and demonstrates organizational values to whoever travels in the car.

SPCIFIC RESPONSIBILITES:

- Distribute mails and pay utility bills.
- Pick ups and drops staff members.
- Attend airport for transferring guests and staff.
- Attend bank with necessary official works as assigned.
- Attend embassies for visa application drops and pick-ups.
- Attend ministries/ related offices for official works
- Attend day to day administrative jobs assigned by the Management / supervisor and staff.
- Perform any other related duty as and when required by the Management/ Line Supervisors.
- Maintain a pleasant and friendly environment for passengers; assist passengers to board and debark vehicle, accompanying to destination as required; ensure vehicle has adequate supply of informational brochures and organization information.
- Check the post box if there is any official documents.
- Assist in photocopying, scanning, binding and packaging.
- Purchase/ bring office essentials/ refreshments/ lunch
- Receive telephone in absence of the person assigned for reception.

VEHICLE MAINTENANCE:

- Maintains cleanliness of vehicles on a regular basis.
- Safeguard tools, spare-parts (tires, tubes, batteries, mirrors, lights bulbs etc.) of the vehicles, and keep it neat and clean.
- Keep updated all vehicle documents including driving license.
- Maintains vehicles in good mechanical order.
- Ensures that vehicle under care is secured from loss or damage at all times.
- Maintains vehicle logbook, accounting for all mileage and fuel consumption/costs.
- Try to minimize fuel costs.
- Perform daily operational inspection of vehicle to include tires, lights, brakes, gas, oil, water, and interior; perform simple routine maintenance and repairs; report any problems to supervisor.

REQUIRED QUALIFICATION:

- Possess valid driving license for light vehicles.
- General knowledge on maintenance of vehicles.
- Thorough knowledge on Traffic rules.
- At least SSC level education.
- Able to speak and write in English.
- At least 5 years driving experience with international organizations.
- Good communication and public relations skills.
- Know how to operate office machines (photocopier, spiral)
- Ability to work long hours.

USEFUL ATTRIBUTES:

These skills and qualities enhance the ability of the security driver to succeed.

- Superior physical fitness.
- Non smoking and non-alcoholic
- Courteous and accommodating attitude.