

Role profile (Driver / Logistics Assistant).

Location	BIU	Department	International
Reports to (Job Title)	Administrative/Logistics Officer	Salary Band	G low
Matrix manager (if applicable)	State focal point/SPC	<u>Competency level</u>	1

Role definition

Role purpose

To provide logistics support within Christian Aid's office in-country. To drive staff, visitors, and goods to required destinations timely and safely including cooperation with officials and checkpoints. To maintain all Christian Aid vehicles, including safety equipment. To ensure regular maintenance of Christian Aid Vehicle and where requires, ensure any complex vehicle repairs are carried out by the appropriate service provider.

Key outcomes

- All staff and visitors are transported to and from their destinations safely and lawfully, within a reasonable comfort as practicable, and on time. This includes the use of seat belts for all passengers. Adherence and familiarity with local, State, and Federal regulatory policies relating to safe driving on all
- Vehicles are well maintained and free from filth. Servicing and repairs are carried out by appropriate service providers as at when due.
- A valid copy of driver's license appropriate for the vehicle, daily vehicle checklist, logbook, insurance, and other vehicle documentation up to date
- Positive communication and successful negotiation (in line with Christian Aid's policies and procedures) with officials and security or police forces, particularly at checkpoints and border crossings.
- Radio (i.e., CODAN) and other communication devices properly used and maintained were applicable
- Administrative support for the sub-office i.e. dispatch and collection of mails; purchase of items; the collection of quotations; support in bank transactions etc
- Carry out any responsibility as may be assigned.

Role agility



Expected national travel per annum

Over 75 days

On-call/unsocial hours No

Expected international travel per annum

No travel

Surge capacity for emergency responses No

In order to respond to ever-changing demands within the environment, Christian Aid operates within an agile framework (both in the workforce and operational) that requires from all employees, a high level of responsiveness and adaptiveness to processes and structures making flexibility and a project-based working approach the norm. To sustain this system, managers may/will agree to further details of specific tasks and duties as part of the performance agreement. Any reasonable duty may be assigned that is consistent with the nature of the job and its level of responsibility, and employees may be required to change the focus of their role from time to time.

Role context

The role works within the Operations unit and is key to ensuring staff, visitors, and goods are taken to their required destination within Christian Aids offices in-country with significant travel within the country.

Role requirements

Relationships

External: This role holder will have contact with visitors and partners in-country as well as contact with officials at checkpoints etc

Internal: The role will work closely with the team in Biu field office and other Country program staff.

Decision making

The ability to make day-to-day decisions to assist in providing logistics support within Christian Aid's office in the country. This will include day-to-day decisions regarding journeys and routes in line with Christian Aid policies and processes.

Budgetary/savings responsibility

N/A

Analytical skill

Ability to use judgment to determine the safety of travel.

Developing self and others

To manage own time effectively under the supervision of the line manager.

Number of Direct reports None	Overall people management responsibility None
Continuously look for opportunities for self-development. Give and receive honest and open feedback in a timely manner. Taking responsibilities, being self-accountable, and holding others accountable.	
Role related checks	
Child protection clearance Standard Counter terrorism screening Required	

Person specification			
Applied skills/knowledge and expertise			
Essential			
<ul style="list-style-type: none"> Educated to at least National Diploma level in a relevant field. Valid driving license and any other documentation required to drive a vehicle in that capacity. At least two years of work experience in a similar role and context. Familiar with the INGO sector Basic knowledge of vehicle maintenance Basic knowledge of the use of computer applications such as Microsoft Word and Excel Good knowledge of road network in southern Borno, and across Christian Aid focal states Good communication skills 			
Desirable			
<ul style="list-style-type: none"> Experience working with the humanitarian section around the said environment. The ability to speak the local language is desirable. 			
Digital/IT competencies required			
Word, Excel, PowerPoint	Basic	Web content design & development	N/A
Internet-based collaboration tools and video calling	N/A	Social Media	N/A
Data Visualisation	N/A		
DATE CREATED	06/06/2022		