



VACANCY

Organization: SEND-SIERRA LEONE

Program: Governance

Project: More Than A Woman

Job Location: Kono

Job Title: Driver

Reporting to: Program Officer –Kono and Logistics & Fleet Officer-Kenema

Associates: Drivers

Nature of Advert: External

DURATION OF CONTRACT: One year with a possibility of an extension based on performance and availability of funding.

About SEND

We are a non-governmental organization dedicated to creating a Sierra Leone where there is respect for human rights, accountable governance, food and nutrition security, and equal opportunities for men and women to thrive. We liaise with communities, traditional authorities, government institutions and foreign partners to combine resources to develop innovative solutions to alleviate poverty and enhance quality self-reliance.

SEND Sierra Leone has adopted the global Sustainable Development Goals (SDGS) to guide national development planning and implementation with our strategic approach. The pursuit of economic equality and social equity are mainstreamed in the SDGs. Our commitment to the government is to improve the delivery of social services, strengthen gender and social inclusion, and prioritize the education sector.

SEND Sierra Leone is an independent structure, a local NGO registered in Sierra Leone. Our portfolio includes community development, WaSH, health, nutrition/agriculture and women's empowerment. Intervention areas are in Kailahun, Kenema, Kono, Western Areas, Urban and Rural districts, Bonthe and more recently, the district of Bo.

Our vision is to see a Sierra Leone where people's rights and well-being are guaranteed. Our mission is geared towards promoting good governance, voice, accountably basic services and equality for women and men in Sierra Leone.

Objectives of the Position

Drive and maintain the project vehicle well

Roles and responsibilities of Driver

- The Driver will provide support to project and programme staff, official visitors, guests and project activities.
- Be gender-sensitive, and respects SEND gender model family concept
- Drive program vehicle in a professional manner
- Ensure the vehicle is kept clean, tidy, secure and in good working condition at all times.
- Ensure that safe driving practices are adhered to, including local driving codes and internally agreed standards. Observing the road and traffic laws and regulations of Sierra Leone.
- Give a regular report of the status of the vehicle to the Program Officer/Logistics Officer.
- Ensure that the tax and insurance of the vehicle is always updated
- Fills in the Driver's log correctly and conscientiously according to SEND SL standards.
- Ensure that authentic receipts are secured for all fuel purchased and vehicle maintenance
- Carries out routine vehicle inspections and refills air, diesel, lubricant, water and brake fluid, etc., as required.
- Responsible for the safety condition of the vehicle and equipment (presence of, e.g. jack and tools, first aid box etc.).
- Carries out errands for the project, programme or office, e.g. sending letters and messages, paying bills and purchasing small office supplies and transporting goods.
- Perform minor repairs and arrange for other repairs, prepare vehicle fault forms.
- Service vehicle with SEND approved mechanics
- Avoid over speeding and reckless driving
- And any other duty that may be assigned to you by management

Expertise required

- Must possess a valid driver's license
- Ability and willingness to ride motorbike where required
- Ability to speak English, Krio and Kono will be an added advantage.
- Commitment and passion for staying and working in Kono or in any of the project locations
- Must possess a high level of emotional intelligence
- Ability to maintain confidentiality
- Proven committed and reliable self-starter.

Qualifications and Experience

- High school/technical school education required.
- At least 3-5 years of relevant professional experience in a related field
- Knowledge and practical experience in car maintenance or related fields
- Knowledge of vehicle safety regulations
- Completed driving training
- Applicant should be a resident of Kono.

**Forward the Application to:
Human Resource /Administrative Manager
SEND Sierra Leone**

**8 Morigbeh Street
Reservation Road, Kenema**

To: jattu@sendsierraleone.com or ayamga@sendsierraleone.com;

Kindly quote only the **Job Position in the subject line.**

Closing date: 26th July 2021

Only shortlisted candidates will be contacted.