

Job title:	Driver - Maputo	Location:	Maputo
Department:	Operations	Length of contract:	Indefinite
Role type:	National	Grade:	2
Travel involved:	50% travel within Mozambique Districts	Child safeguarding level:	2
Reporting to:	Line manager: Operations Officer (Maputo and Inhambane) or Provincial Coordinator (other locations)	Direct reports:	None

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

Malaria Consortium began working in Mozambique in 2005, supporting the development of distribution systems for long lasting insecticidal nets in the country.

Our work grew from there to focus on public health communications that sought to increase malaria awareness and preventive behaviours, particularly among school children and teachers. Using malaria as an entry point, we expanded into integrated community health projects that focused on diagnosing and treating the most common childhood illnesses – mainly malaria, pneumonia and

diarrhoea. Throughout, we have consistently strived to integrate our work into government-led health programmes and ensure sustainability.

Malaria Consortium Mozambique has 4 operating offices, located in Maputo (Head Office), Inhambane, Nampula and Niassa, with allocated projects. These projects range from national level policy support to direct implementation of control programmes for malaria, tuberculosis, diarrhoea diseases and neglected tropical diseases.

Job Purpose

Provide transport services to Surveillance Project staff.

Scope of work

The primary role of this position is to provide safe and reliable transportation for staff, partner staff, consultants, visitors and project participants.

Key working relationships

The driver reports to the Operations Manager (Maputo and Inhambane) or Provincial Coordinator (other locations) and will interact with all staff and visitors.

Key Accountabilities

1. Driving (50%)

- To carry out driving duties as instructed and drive the project vehicles in a manner that ensures good working conditions of the vehicle and in accordance with organisation and highway traffic code
- Follow the traffic regulations of Mozambique at all times, for example; sticking to speed limits, wearing seat belts and ensuring that passengers do so, never consuming alcohol whilst on duty
- Ensure maximum safety of the vehicle while driving and when parked, travel with doors locked at all times and always ensure the vehicle parked in a safe location, preferably with security
- To keep accurate records pertaining to the vehicle in the vehicle log book (including fuel consumption and vehicle servicing schedule) and to inspect with due care the vehicle before and after each journey and submit a written report to the line manager
- Carry out daily check of the motor vehicle and ensure that it is in the proper working order, including oil, water and fuel level. Carry out weekly check on tyres, air pressure, all lights, and mileage and advise the line manager on the maintenance service and the general service of the motor vehicle whenever required
- Ensure vehicle is ready for duty each morning; filled with fuel and clean
- Report accident to the relevant authority immediately (where possible) and get references where possible plus particulars of the driver, registration number and insurance policy number, in case of involvement with other motor vehicles. Also report incident to the line manager
- Assist with transfer of materials and supplies to project locations from a respective office and other locations
- Perform any other duties as may be assigned

2. Vehicle maintenance (20%)

- Ensures assigned vehicle is in sound and operable condition at all times
- Ensure assigned vehicle is clean at all times
- Track vehicle servicing dates and notify the line manager on due date of vehicle servicing
- Perform minor vehicle repairs and notify the line manager if major repairs are necessary
- To complete the vehicle maintenance, log each time a fault is noted or vehicle is serviced or repaired and present the log at the end of each month to the line manager for analysis
- Maintain emergency equipment in the vehicle, first aid kit, spare tyre, towing rope, water supplies

3. Expedient (30%)

- Ensure compliance with administrative processes, including delivery of correspondence / documents to different recipients and purchases of various items (when requested)
- Support with requesting quotes from suppliers;
- Financial administration tasks including cheque deposits at the bank, for MC and suppliers where required Support in logistical activities, among others, in the distribution of various materials.

Person Specification

Qualifications and Experience:

Essential

- Minimum O-Level Certificate of education with relevant training
- Hold a valid driver's license
- A minimum of four years driving experience and two years' experience in project related work in a reputable organization
- Working knowledge of mechanics is an added advantage

Desirable

- Training in defensive driving
- Familiar with all terrain in Mozambique

Work Based Skills and Competencies:

Essential

- Ability to effectively manage time
- Good interpersonal and communication skills
- High level of integrity, honest, trustworthy and flexible
- Fluent written and spoken English
- Able to work with an international/ multi-cultural team
- Ability to use computer packages (Word, Excel)

Desirable

- Attention to detail

Core competencies:

Delivering results

LEVEL B - Takes on pieces of work when required and demonstrates excellent project management skills

- ✓ Shows a flexible approach to taking on additional work/ responsibilities when needed to achieve results
- ✓ Demonstrates excellent project management skills to agreed timescales (timelines, targets, donor requirements)
- ✓ Makes clear and timely decisions within remit of own role

Analysis and use of information

LEVEL A - Gathers information and identifies problems effectively

- ✓ Interprets basic written information
- ✓ Attentive to detail
- ✓ Follows guidelines to identify issues
- ✓ Recognises problems within their remit
- ✓ Uses appropriate methods for gathering and summarising data

Interpersonal and communications

LEVEL B - Fosters two-way communication

- ✓ Recalls others' main points and takes them into account in own communication
- ✓ Checks own understanding of others' communication by asking questions
- ✓ Maintains constructive, open and consistent communication with others
- ✓ Resolves minor misunderstandings and conflicts effectively

Collaboration and partnering

LEVEL A - Is a good and effective team player

- ✓ Knows who their customers are and their requirements
- ✓ Respects and listens to different views/opinions
- ✓ Actively collaborates across teams to achieve objectives and develop own thinking
- ✓ Proactive in providing and seeking support from team members

Leading and motivating people

LEVEL A - Open to learning and responds positively to feedback

- ✓ Willingness to manage own development and performance
- ✓ Builds capacity of colleagues by sharing knowledge (induction) and acting as induction 'buddy' when asked
- ✓ Open to learning new things
- ✓ Responds positively to feedback from others
- ✓ Identifies mistakes and takes positive steps to improve

Flexibility/ adaptability

LEVEL A - Recognizes own stress levels and adapts

- ✓ Recognises limitations and take steps to manage any resulting pressure or stress
- ✓ Remains focused on objectives and goal in a rapidly changing environment
- ✓ Takes responsibility for own work and for the impact of own actions

Living the values

LEVEL A - Demonstrates Malaria Consortium values

- ✓ Demonstrates integrity, honesty and fairness in dealing with colleagues and stakeholders

- ✓ Maintains ethical and professional behaviour in line with Malaria Consortium's values
- ✓ Treats all people with respect Strategic planning and thinking

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