|  |  |
| --- | --- |
| **JOB TITLE: Driver and Logistics Associate** | |
| **WORK UNIT:** Supply Chain Unit - People, Culture, and Organization | **LOCATION:**  **BARMM Field Office - Iligan** |
| **JOB GRADE**: **5** | **POST TYPE: Fixed Term** |
| **CHILD SAFEGUARDING:**  Level 3 - The responsibilities of the post may require the post holder to have regular contact with or access to children or young people. NBI clearance is required. At least 3 reference checks with an emphasis on questions on how the candidate deals with children. | |
| **ROLE PURPOSE:**  The position holder is primarily responsible for the safe transport/delivery of staff, visitors, and equipment/materials. S/he ensures that the vehicle assigned to her/him is in good condition and road-worthy all the time. The responsibility includes leading to the successful storage, release, monitoring, and inventory of all program-procured materials, equipment, and goods needed for the Development and Emergency Response Program. | |
| **SCOPE OF ROLE:**  **Reports to:** Supply Chain Officer  **Staff reporting to this post**: None  **Direct:** None  **Indirect:** Supply Chain Coordinator, Field Manager, Supply Chain Manager, Supply Chain Assistant  **Budget Responsibilities:** None  **Other Reporting and Coordination Responsibilities:** Coordinates with Supply Chain Coordinator, Field Manager, Supply Chain Manager, Supply Chain Assistant, Supply Chain Leads, SCP and rented drivers, Suppliers, Warehouse staff, Program and Business Support Staff. | |
| **WORKING ENVIRONMENT:**  Work officially starts at 8:30 am. SCP follows a five (5) day 40 hours work week schedule. However, during the first few weeks of emergency response, it can be expected that workdays and work hours will usually be stretched to several hours daily in the exigency of the service. While this is the case, it is just as important to balance this with staff well-being. Therefore, every effort should be made to allow staff at least one rest day in a week and working hours should not go beyond sixteen (16) hours per day. Officers and up are not entitled to overtime pay.  Travel time to and from the working station is considered official. Position may be required to travel daily to the project area or where the project will be implemented or to look or meet up with suppliers. Staff needs to request boots, raincoats/ponchos prior to travel to the project area.  For office work, staff may be provided a laptop and his/her own working station depending on availability and budget.  For communication, staff may be provided a cellular phone or may be given a communication allowance based on the project budget. | |
| **KEY AREAS OF ACCOUNTABILITY:**  The Driver and Logistics Associate is expected to work inclose cooperation/coordination with other Supply Chain staff and departments/units. Ensure the office operations and Supply Chain processes are conducted in line with the organization’s rules and guidelines including monitoring the Operations and Supply Chain management issues in BARMM Field Office.  **1. Transport and Delivery**   * Safely handles transport of all SCP staff, partners and authorized passengers, and equipment/goods in SC vehicle to their official destination. * Ensures all passengers follow safety and security procedures while inside the vehicle, before, during and after the trip. * Plans possible routes and destinations, keeping fuel efficiency and road worthy vehicle condition, and obey local traffic rules and regulations. * Responsible for the safe and defensive driving during the trip. * Assists in loading and unloading of official goods, equipment, and documents. * Carries out minor purchases, collect goods from suppliers and partners, and may transport / carry payment for goods and services as assigned by the Procurement focal and/or authorized SCP staff. * Assists or directly supervise the on-site delivery and distribution of goods when necessary as assigned by the Supply Chain and/or authorized SCP staff. * Perform assigned tasks relevant to program and business support delivery.   **2. Vehicle Maintenance**   * Responsible for the regular check-up and maintenance of assigned vehicles. Periodic maintenance must be done every 5,000 kms or 3 months, whichever comes first. * Prepares request for the needed supplies, equipment and replacement of vehicle spare parts, perform minor repairs and arrange for shop schedule for other repairs. * Monitors and conducts daily inspection and maintenance of assigned vehicles before and after the trip. * Maintains vehicle first aid box, communication equipment, and fire extinguisher and protects the vehicle while inside and outside the office premises. * Ensures the sanitation and ready use of the vehicle anytime; in the light of the COVID-19 pandemic, ensure disinfection of the vehicle especially the interior before and after every use. * Ensures all necessary documents, vehicle registration and permits such as copies of CR and OR, insurance coverage, driver’s manual, tools, map, etc. are up to date and kept in a safe place inside the vehicle.   **3. Reporting**   * Prepares and keep records of daily and periodic vehicle usage reports, including trip use, mileage, fuel consumption, inventory of tools and equipment. * Prepares and submit log sheets for fleet analysis in weekly or monthly basis. * Ensures effective and timely communications, follow the steps required by fleet, safety and security protocols are taken in case of involvement in an accident, observe any defects and damages, or relevant concern of the trip or the assigned vehicles.   **4. Safety and Security**   * Adheres to the minimum health and safety protocols amidst the COVID-19 pandemic and ensures that all passengers observe the same. * Contributes to the running monitoring of the prevailing security conditions by gathering security-related information and submitting reports to the Safety and Security Focal person. * Assist in ensuring that the necessary measures are in place to ensure the security, safety, health, and well-being of Save the Children staff, and other visitors; and that security standards and procedures are strictly adhered to. * Ensures that vehicles are parked correctly during the day and at night at the office parking, or designated parking space when outside the office or in the field. * Responsible for the security of the assigned vehicle at all times, including all equipment, goods and documents inside the assigned vehicles.   **Fleet Management**   * Undertake movement planning and dispatching * Manages rented drivers * Prepare monthly fleet monitoring data and analysis * Ensure reporting of all fleet incidents/accidents   **OTHER DUTIES AND RESPONSIBILITIES**  **STOCK MANAGEMENT AND DISTRIBUTION**   * Carries out the receiving and dispatching of stocks in and out of the office or warehouse including verification of item description, quality control of items and packaging, damage/error reporting, and facilitate the return of delivery or shipment. * Supervise the unloading of deliveries, loading for dispatch and shipment of goods, to ensure proper handling and documentation. * Ensures receipt and issue of stock are properly accounted for in a timely manner. * Prepares and complete Goods Receive Note, Service Completion Note, Stock Release Form and Waybill. * Collects and compile signed Waybill and Acknowledgment Receipts. * Coordinates with program on the distribution plan and supports the complete distribution of stock for all expiring SoFs/Award before the grant end/year-end. * Plan out deliveries and distribution based on the nature of requirements such as site location, accessibility, type of vehicle/truck, timing and coordination. * Directly supervise the on-site delivery and distribution of goods when necessary. * Performs regular physical inventory checks and stock reconciliation. * Prepares and submit monthly Stock Inventory and Warehouse reports with information on available stocks including SOF end dates and expiry dates, damage and for disposal stocks. * Supervise and manage warehouse laborers/haulers in all activities including kitting of goods. * Assess the availability of space and prepare stacking and storage plans to ensure appropriate storage and optimize use of space to conduct warehouse activities. * Properly manage warehouse facilities, equipment and stocks including organizing, sanitation and maintenance. * Maintain updated records of inventory and reports and manage documentation, to ensure compliance with warehouse policies and procedures.   **PROCUREMENT**   * Assist in the conduct of market assessment. * Compile and identify approved procurement requisitions from program and operations. * Support sourcing process through sending and collecting quotations, Purchase Orders and invoices. * Compile procurement packages and draft payment requests.   **ASSET**   * Assist in the conduct of asset checking, verification, dispatch and disposal.   **Institutional Learning**   * Contributes to organizational learning and enhanced capacity in planned interventions and activities by providing feedback to the team on areas to improve. * Together with other project team members, gather information on the impact of the work in the communities as opportunities arise. | |
| **SKILLS AND BEHAVIOURS**  **Accountability:**   * Accepts responsibility for own actions. * Admits mistakes. * Appropriately balances needs and desires with available resources and constraints. * Arrives at work on time every day. * Can be counted on to deliver on promises. * Completes all assigned tasks on time and with minimal supervision. * Follow set procedures and rules. * Follows through on commitments * Fulfils all commitments made to peers, co-workers, and supervisor. * Gets more complete and accurate information by checking multiple sources. * Identifies the specific information needed to clarify a situation or to make decision/s. * Identifies wasteful practices and opportunities for optimizing resource use. * Informs appropriate individuals when assigned tasks will not be completed in agreed upon time frame. * Keeps detailed records to track expenditures and receipts and is proficient in using appropriate tools to track or report work expenses. * Perseveres through various working conditions to complete tasks and projects. * Protects and uses resources and assets in the performance of work * Provides advance notice of intended absence and/or tardiness * Reports to work consistently on designated days and times. * Shows commitment/dedication in one's work, and follows through on all projects, goals, aspects of one's work. * Shows willingness to work overtime in order to meet set deadlines. * Systematically complies with administrative controls over funds, contracts and procurements. * Takes initiative to get things done. * Takes personal responsibility for the success of work assignments, programs/projects. * Takes responsibilities seriously and consistently meets expectation for quality work and professionalism. * Takes responsibility for own mistakes and does not blame others * Does far more than is minimally required in the assignment, task or job description. * Does things before being asked (proactive) or before being forced by events (reactive). * Exhibits a strong sense of urgency about solving problems and accomplishing work. * Presents a positive approach in dealing with requests for support or provisions by colleagues * Solves issues and concerns quickly and effectively * Tries new things to reach challenging goals and persists until personal and team goals are achieved and commitments met.   **Ambition:**   * Creates opportunities or minimizes potential problems by anticipating and preparing for these in advance. * Does far more than is minimally required in the assignment, task or job description. * Identifies and pursues areas for development and training that will enhance job performance. * Let’s colleagues know they are willing to work with them to meet needs of colleagues. * Maintains commitment to goals, in the face of obstacles and frustrations * Recognizes and acts upon opportunities. * Takes personal responsibility for own development; continually looks for ways to expand job capability. * Tries new things to reach challenging goals and persists until personal and team goals are achieved and commitments met. * Tries out new ideas after consideration of all factors involved and potential consequences and outcomes.   **Collaboration:**   * Approachable, good listener, easy to talk to. * Builds and maintains effective relationships, with teams, colleagues, members and external partners and supporters. * Can understand and accept others' points of view, including the views of those who are different. * Communicates and cooperates with others who have a diversity of cultural and demographic backgrounds * Demonstrates receptiveness to diverse thoughts and alternative perspectives by valuing input from all equally. * Demonstrates respect for the opinions of others. * Demonstrates sensitivity for cultural and religious differences when interacting with others. * Draws and accumulates lessons from different cultures, experiences and challenges to develop self-knowledge and insight. * Finds areas of agreement when working with conflicting viewpoints and opinions. * Helps and supports fellow employees in their work to contribute to overall success of work unit. * Includes in conversations people with diverse backgrounds, and invites them to be part of informal work-related activities * Keeps people informed and up-to-date. * Makes it easy for others to feel valuable * Recognizes the value of diverse opinions. * Refrains from behavior or language that is exclusionary or offensive in nature. * Respect the values of others. * Seeks out knowledgeable people to obtain information or clarify a problem * Seeks to understand issues, trends and perspectives of different groups that may be represented in a community. * Shows genuine concern for others. Listens with understanding. * Supports and acts in accordance with team decisions even when such decisions may not entirely reflect one's own position. * Values diversity, sees it as a source of competitive strength * Willingly works with individuals of all races, nationalities, cultures, disabilities, ages, and genders. * Works to build a sense of common purpose across all groups, avoiding a "WE vs THEM" attitude. * Works to meet individual and organization’s goals with positive regard, acknowledgment of, and cooperation with the achievement of others' goals. * Enthusiastically works with staff from all levels capitalizing on their strengths. * Establishes a working environment where different styles and approaches are valued. * Fosters an inclusive work environment where diversity and individual differences are valued and used positively to achieve the mission and goals of the organization. * Identifies and pushes for solutions in which all parties can benefit. * Is willing to compromise a decision when appropriate.   **Creativity:**   * Considers alternative available actions, resources, and constraints before selecting a method for accomplishing a task or project. * Demonstrates commitment to innovation and continuous improvement in organizational performance. * Demonstrates openness to applying new ideas. * Develops better, faster, or less expensive ways to do things * Displays a high level of curiosity and translates it into new approaches to solutions. * Effectively applies existing practices or processes to new work situations to maximize benefits for children. * Looks for ways to make changes work rather than only identifying why change will not work. * Proposes new approaches, methods, or techniques * Questions the conventional approach in the effort to improve the current process. * Tries new approaches when problem-solving, seeking ideas or suggestions from others as appropriate. * Works cooperatively with others to produce innovative solutions * Implements new approaches/systems that prove to be effective.   **Integrity:**   * Acts consistently with personal standards of ethical judgment when participating in group decisions and problem-solving. * Acts to protect and does not violate or compromise the confidentiality of information. * Acts to verify information * Anticipates and prevents breaches in confidentiality and/or security * Appropriately and consistently complies with policies and procedures. * Can be counted on, to tell the truth. * Carries their fair share of the workload * Checks the accuracy of own work * Continuously maintains a positive work ethic. * Conveys a command of the relevant facts and information * Demonstrates respect for staff members, peers and others in the organization. * Displays honesty and is forthright with people * Does not blame others for problems/crisis situations. * Does not twist facts for personal advantage. * Identifies ethical dilemmas and conflict of interest situations and acts to avoid and prevent them * Is respectful even if s/he has nothing to gain from the relationship. * Is willing to stand up for what is right. * Keeps all promises. * Not deceptive or self-serving; doesn't talk about people behind their backs. * Promises only what can be reasonably delivered. * Recognizes when situations or directives are directly or indirectly in conflict with professional ethics or with the organization's values. * Respects the concerns shared by others * Respects the confidentiality of information * Strives to meet commitments to superiors, colleagues, partners and others outside of the organization. * Takes responsibility for own work, including problems and issues * Tells the truth even when it is difficult. * Treats others fairly and with respect * Uses applicable professional standards and established procedures and policies when taking actions and making decisions. * Works to develop and maintain positive working relationships with co-workers by being punctual, keeping personal telephone calls to a minimum, and maintaining a pleasant work attitude. * Works to make a friendly impression on others by using good eye contact and using names whenever possible. * Confronts potentially unethical behavior, and reports indiscretions appropriately. * Ensures that a high level of professional standards, procedures, and policies are adhered to throughout the organization. | |
| **QUALIFICATIONS AND EXPERIENCE**   * Must possess a valid professional driver’s license and familiarity with roads in BARMM, nearby provinces and other areas in Mindanao. * Have at least five (5) years of experience in the field. * Knowledgeable in Microsoft Office applications such as Word, Excel, and PowerPoint. * Experience in handling Supply Chain is a plus. * Ability to think and act fast. * High flexibility in working beyond the standard hours of duty, under ambiguous circumstances and sometimes difficult situations. * Must have a strong sense of urgency and a well-developed work ethic, and has the ability to work with people of different national and cultural backgrounds. * Willing to be assigned to other offices as a reliever or secondment whenever necessary. * Understanding of Save the Children’s vision and mission and a commitment to its objectives; willing to adopt Save the Children methodology and framework in program implementation; abide by and implement Save the Children’s Eight Agency Policies including Child Safety. * Have a good working relationship with all of the staff, partners and stakeholders. * Must have a high sense of urgency and a well-developed work ethics and has ability to work with people of different national and cultural background. | |
| **Date of Issue: 05 December 2024 Author: Abohair Candado / ALPerandos** | |