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| **TITLE:**  Driver |
| **TEAM/PROGRAMME: Supply Chain** | **LOCATION: NWAO, Chernivtsi** |
| **GRADE**: 6 | **CONTRACT LENGTH:** till 31/12/2025**Permanent** [ ] **Fixed Term** [x]  |
| **CHILD SAFEGUARDING:** Level 3:  the post holder will have contact with children and/or young people *either* frequently (e.g. once a week or more) or intensively (e.g. four days in one month or more or overnight) because they work country programs; or are visiting country programs; or because they are responsible for implementing the police checking/vetting process staff. |
| **ROLE PURPOSE:** The driver is responsible for driving Save the Children staff adhering to Driver responsibility, guidelines, performing routine maintenance, assist on logistics activities as assigned by line manager and always making sure the vehicle is clean and in good condition. It is essential that the driver at all times demonstrates reliability, punctuality and discipline while performing his duties, has good communication skills and the ability to work on his own initiative in a timely manner. Save the children expects all staff members to have a high degree of professionalism in the workplace and commitment to fulfilling the rights of children. |
| **SCOPE OF ROLE:** **Reports to:** Fleet, Safety&Security Officer**Staff reporting to this post: N/A**  |
| **KEY AREAS OF ACCOUNTABILITY :** * To drive Save the Children passengers within the country as required, take proper care of assigned vehicles and the safety of the passengers at all times.
* Carry out routine vehicle maintenance checks on a daily basis to ensure proper upkeep of vehicles and immediately draw the attention of the line manager of any damage or fault on the vehicle.
* Carry out weekly maintenance checks on SC vehicles which includes: suspension, engine, gear box, alarm system, vehicle tools, battery, locks, brakes, clutch fluid levels, loose nuts and bolts on the vehicle, unexpected noises, fluid leaks under the vehicle and any damage to the body or interior parts.
* Maintain the cleanliness of SC vehicles at all times, both internally and externally.
* Drive in a safe and reasonable manner following the standard speed limits set by SC at all times and report an accident at the earliest opportunity.
* Complete the logbook on a daily basis as per the transport Management handbook.
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| **BEHAVIOURS (Values in Practice**)**Accountability:*** holds self accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values
* holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved.

**Ambition:*** sets ambitious and challenging goals for themselves and their team, takes responsibility for their own personal development and encourages their team to do the same
* widely shares their personal vision for Save the Children, engages and motivates others
* future orientated, thinks strategically and on a global scale.

**Collaboration:*** builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters
* values diversity, sees it as a source of competitive strength
* approachable, good listener, easy to talk to.

**Creativity:*** develops and encourages new and innovative solutions
* willing to take disciplined risks.

**Integrity:*** honest, encourages openness and transparency; demonstrates highest levels of integrity
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| **QUALIFICATIONS** * Valid Driving License, obtained at least 3 years ago
* Acceptable communication in English (able to speak).
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| **EXPERIENCE AND SKILLS*** At least three year experience in the same or related position
* Volunteering experience in an international NGO is an added advantage.
* Ability to take initiatives
* Strong interpersonal and team skills.

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| **Additional job responsibilities**The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience. |
| **Equal Opportunities** The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures. |
| **Child Safeguarding:**We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse. |
| **Health and Safety**The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures. |
| **JD prepared by:** Oleksandr Kashuba | **Date:** 25 April 2023 |
| **JD agreed by**:  | **Date:** |
| **Updated By:** | **Date:** |
| **Evaluated:** | **Date:** |

Declaration

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ certify that I have read and understood this job description and I pledge to respect it along with the SC’s Code of Conduct, Child Protection Policy, the Staff Regulations and the terms and conditions of the contract I signed.