



## NORWEGIAN REFUGEE COUNCIL

### **JOB TITLE: Driver**

Kasulu, Tanzania, United Republic of

### **JOB DESCRIPTION**

All NRC employees are expected to work in accordance with the organisation's core values: dedication, innovation, inclusivity and accountability. These attitudes and beliefs shall guide our actions and relationships.

### **RESPONSIBILITIES**

- Adhere to NRC policies, tools, handbooks and guidelines
- Assist with the implementation of the support function portfolio according to plan of action
- Prepare and develop status reports as required by management
- Ensure proper filing of documents
- Promote and share ideas for improvement of the support function
- Provide anti-corruption, transparency and cost efficiency focus in all processes
- Ensure safe and efficient transport of staff and materials/goods
- Adhere to NRC policies, tools, handbooks and guidelines
- Transport NRC staff, visitors, documents and goods/materials to designated destinations when officially approved

- Ensure the safety and security of the passengers, the goods and the vehicle
- Respect the local traffic regulations and the NRC logistical/vehicle policies at all times
- Maintain the vehicle in proper operating condition at all times, including keeping the vehicle clean, ensuring enough fuel, checking the technical state etc.
- Ensure the assigned vehicle has all the necessary documents and equipment
- Provide logistical support during trainings and workshops
- Prepare and develop status reports as required by management (i.e. maintain the logbook for all trips, arrange for repairs and servicing)
- Immediately report accidents, breakdowns and needs of repair and general maintenance/service
- Promote and share ideas for improvement
- Perform according to the work and development plan

Duty Station: Nyarugusu/ kasulu-Kigoma

Duration: 12 Months with possibility of extension

"Female Candidates are encouraged to apply."

## **QUALIFICATIONS**

- Minimum 2 years of experience from working in in humanitarian logistics context
- Documented results related to the position's responsibilities
- Knowledge about own leadership skills/profile
- Fluency in English and Kiswahili, both written and verbal
- Valid driver's license for particular vehicle (i.e bus, truck, motorcycle, light vehicle)
- Experienced with Route planning
- Experienced in basic vehicle maintenance fleet management
- Able to prioritize and plan ahead
- Accurate filing skills
- High-level competency in computer skills (Microsoft Office application)
- Managing resources to optimize results
- Planning and delivering results
- Empowering and building trust
- Communicating with impact and respect

**APPLY THROUGH THE LINK HERE BELOW:**

[https://ekum.fa.em2.oraclecloud.com/hcmUI/CandidateExperience/en/sites/CX\\_2019/job/9206/?utm\\_medium=jobshare&utm\\_source=whatsapp#.Y7V5LluLQQM.whatsapp](https://ekum.fa.em2.oraclecloud.com/hcmUI/CandidateExperience/en/sites/CX_2019/job/9206/?utm_medium=jobshare&utm_source=whatsapp#.Y7V5LluLQQM.whatsapp)

