

**JOB DESCRIPTION**

|  |  |
| --- | --- |
| **Job Title** | **Driver**  |
| **Reports to** | **HR & Operations Manager / Senior Project Officer** |
| **Job location** | **Various (Kaduna, Zamfara, Sokoto, Benue)** |
| **Contract Duration**  | **12 Months** |

|  |
| --- |
| **Background** |
| International Alert is one of the world's leading peacebuilding organisations, with 30 years of experience supporting communities, advising governments, organisations and companies on how to build peace. Alert works with people in conflict-affected and threatened areas to make a positive difference for peace; to improve the substance and implementation of international policies relevant to peacebuilding; and to strengthen the peacebuilding sector. Together, we believe peace is within our power. We focus on solving the root causes of conflict, bringing together people from across divided. From the grassroots to policy level, we come together to build everyday peace. Peace is just as much about communities living together, side by side, and resolving their differences without resorting to violence, as it is about people signing a treaty or laying down their arms. That is why we believe that we all have a role to play in building a more peaceful future.Alert currently has field offices in Sub-Saharan Africa, South and South-East Asia, Central Asia and the South Caucasus, Europe, the Middle East and North Africa. International Alert began operations in Nigeria in 2011 as a partner on security governance within the Nigeria Stability and Reconciliation programme (NSRP). Since then we have launched a social cohesion programme in the Northeast, while expanding our technical advisory in conflict and gender sensitivity to various governance and reform programmes. |
| **Job Purpose** |
| The post holder will be supporting office operations for International Alert offices. The driver will be responsible for ensuring safe and timely travel for authorized personnel as well as ensuring that the minimum maintenance requirements for project vehicle assigned are adhered to as per Alert procedures. He/she will also ensure routine preventative maintenance schedules for the vehicles is completed on time.  |
| **Duties and Responsibilities** |
| **The driver is expected to perform the below duties:*** Ensure provision of reliable and secure driving services by driving office vehicles for the transport of authorized personnel to approved locations.
* Maintains an accurate log of all vehicle movement, maintenance, and repairs in accordance with Alert policies and procedures.
* Ensure proper day-to day maintenance of the assigned vehicle through timely minor repairs, arrangements for major repairs, timely changes of oil, check of tires, brakes, car washing etc.
* Ensure Supervisor is kept abreast of all routine maintenance and repair needs for the vehicle.
* Ensure vehicles are driven safely and in line with Alert’s procedures.
* Keep the interior and exterior of the official vehicle clean at all times.
* Ensure passengers adhere to all road safety regulations.
* Assist with general office support duties related to delivery/collection of mail, documents and other related goods and supplies under the authorization of the supervisor.

**Other relevant tasks as required by the line manager** |
| **Travel requirements** |
| This position is based in Kaduna, with travel to field locations as and when required.  |

**PERSON SPECIFICATION**

|  |
| --- |
| **Talents**  |
| At Alert, we have introduced Talent Management to our business model as we believe talented people are crucial to the success of our work. We believe all individuals are talented and success comes in matching the right talents to the right roles. For this role, the skills, qualifications and experience listed below are important, but we believe that to be great in this job you will have a talent for demonstrating excellent knowledge of driving rules, regulations and skills in minor vehicle repairs. In addition, you will be well organised and with consistently approach work with energy and a positive attitude. You will present excellent knowledge of security protocol and remain calm, in control and good humoured even under pressure.  |

**ESSENTIAL REQUIREMENTS**

|  |
| --- |
| Secondary School Leaving Certificates, apprentice certificate or any other equivalent certificates  |
| Experience of 5 years driving professionally for organizations  |
| Must have a valid Nigerian Driving License |
| Good knowledge of Vehicle Mechanics will be an added advantage  |
| Must have good knowledge of the operational city |
| Knowledge of local languages of the area would be an asset |