



EMPLOYMENT OPPORTUNITY

JOB TITLE: Driver – Malawi PSE/BBS, ICAP in Malawi

LOCATION: Lilongwe, Malawi

ICAP at Columbia University is an international non-profit organization that aims to ensure the wellness of families and communities by strengthening health systems around the world.

In partnership with the United States Centers for Disease Control and Prevention (CDC), ICAP is conducting Population Size Estimation and HIV Bio behavioral Surveys (BBS) among selected Key Populations in Malawi. The overall goals are to estimate HIV prevalence, viral load suppression, population size, and the progress toward reaching the 95-95-95 and 10-10-10 targets among four key populations

OVERALL, JOB FUNCTION

The Driver will be responsible for transporting ICAP staff for all program-related activities, including field visits, meetings, airport pick-ups and drop-offs, and other duties as required by the program. Additionally, the Driver will provide guidance on the performance of vehicles and ensure that the vehicles are road worthy at all times and he/she will be reporting to logistics Officer.

This job is grant funded.

RESPONSIBILITIES:

- Drives for ICAP officials and staff, ensuring provision of reliable and safe driving services by;
 - Driving office vehicles for the transportation of ICAP staff, officials and visitors and delivery and collection of mail, documents and other items.
 - Meeting official personnel and visitors at the airport including visa and customs formalities arrangement when required.
- Ensures cost-savings through proper use of vehicle through accurate maintenance of daily vehicle logs, provision of inputs to preparation of the vehicle maintenance plans and reports.
- Ensures proper day-to-day maintenance of the assigned vehicle through timely minor repairs, arrangements for major repairs, timely changes of oil, check tires, brakes and water levels, car washing etc so that the vehicle is clean and in good running condition at all times;
- Ensures cleanliness of assigned vehicle at all times when in use or otherwise and that the vehicle is in good condition before use;
- Ensures proper use of vehicle maintenance plans and assistance in vehicle history report;

- Ensures availability of all the required document/supplies including vehicle insurance, vehicle registration, vehicle road tax, vehicle logs, office directory, first aid kit and necessary spare parts in the assigned vehicle;
- Keep track of insurance and other tax formalities;
- Ensures that the steps required by rules and regulations are taken in case of involvement in an accident;
- Assists in mailing and distribution of mails and publications and payment of bills to suppliers;
- Assist office staff in filing, photocopying and other general office duties when required;

Daily Activities

- Meet in the morning at the office, sign for the vehicle keys from the Site Key Box, do the minimum checks on vehicle and be ready to depart at the time requested by the Team Leader.
- Conduct daily activities as allocated by the Logistics Officer.
- Take lunch break on site but remain operational in case of emergency. Time of lunch break will differ according to operational demand where active as directed by the Team Leader.
- At the end of each day - park the vehicle inside office premises in the departure position and sign back the keys.
- Keep all the vehicle documents & logbook up to date.
- All vehicles must be switched off when not actively driving.
- Use spare time (when not driving) to keep the vehicle neat, clean and presentable.
- Is responsible for loading and unloading his vehicle correctly.

Driving

- The driver must have impeccable driving adapted to the environment.
- Comply to all government traffic laws and regulations.
- Driving must be respectful towards local populations and courtesy particular towards the pedestrians.
- The lead passenger is in charge of the vehicle when used – the driver will abide by the directions of the lead passenger (Team Leader) as long as not contradicting this job description.

Safety

- The driver is responsible for the safety of the people and goods on board.
- Avoids hazardous environments and high risk areas. Immediately share information on risk with other driver and supervisor (via radio or cell phone).

Communication

- The driver must always be accessible by radio or cell phone during working hours.
- He ensures all communication devices are in order and well maintained in the vehicle.

Administration

- Is personally responsible for filling out the documents in his vehicle:
 - Fill out the vehicle log book after each trip / service / refueling.

- Provide to the Logistics Officer all receipts for expenses encountered on the vehicle, example fuel, filters, oil, service.
- Check: Drivers should fill out the daily check document and report any malfunction or damages immediately to his supervisor.
- Ensure official documents & licenses are present in the vehicle. Any document missing will be considered the responsibility of the last driver who drove the car.

Maintenance and Mechanical

- Proceeds to the regular daily tests on the vehicle (fluids, pressure of tires, fuel, lights, break, etc)
- Ensure the tank has sufficient fuel for the next day's task before departing from work. Tank filling must be done on the last working day of each week.
- Constantly be aware of the vehicle's mechanical status and see that it is well maintained by reporting problems the same day it occurs and booking service time with the Logistician.
- In the event of immobilization of the vehicle in a garage, remains permanently at proximity and ensures the complete and correct realization of all repairs and ensure no original part of the vehicle is stolen.
- Ensures that only good quality clean fuel is used.

Repair Kit and Medical Kit

- Weekly, opens and checks the composition of the tool kits present in the vehicle. The kits must then be cleaned, arranged. Any missing / consumed item must be replaced.

Accidents and Incidents

- First ensure that no further accidents occur.
- Make a quick call for medical help if needed.
- Provide first aid to those injured and ensure a stable condition until medical help arrives.
- The driver is responsible for the transmission of information on the accident to the Logistics Officer as soon as possible in the event of accident or incident of safety.
- Comply with legal procedures relating to the incident.
- Drafts a written report as soon as back in the base.
- Implement any other task the supervisor may reasonably request is related to this job description

MINIMUM QUALIFICATIONS:

- At least a minimum of Malawi Secondary Certificate of Education (MSCE)
- Must have a clean professional driving license equivalent for driving passenger vehicles.

PREFERRED EXPERIENCE AND OTHER SKILLS:

- At least three years' experience in a busy office, preferably an International NGO
- Knowledge of defensive driving.
- Chauffeur training (added advantage)
- Good interpersonal skills, Well conversant in English
- Effective writing, verbal and listening communication skills
- Attention to detail.

- Very effective organization and time management skills
- Be flexible, honest and trustworthy and with sound work ethics
- Ability to maintain a high-level confidentiality on organization issues.
- Have good knowledge of Malawi road traffic laws.
- Age between 30 to 40 years.

TRAVEL REQUIREMENTS

May require periodic trips to partner sites, conferences and/or off site meetings within Malawi (requiring overnight stay of up to two days)

MODE OF APPLICATION

Suitably qualified and experienced candidates should email their applications, including a detailed Curriculum Vitae (CV) and cover letter with a subject title “**Driver**” to icap-jobs-malawi@cumc.columbia.edu .

Please do not attach any certificates when submitting on line. Only short-listed applicants will be contacted.

The closing date for receiving applications is **October 14th, 2024**. Only shortlisted candidates will be contacted

ICAP is an equal opportunity employer, values inclusion and a diverse workforce. All qualified applicants will receive equal consideration for employment.

NOTE: These are local hire positions and the successful candidates will be employees of ICAP in Malawi and subject to the local terms and conditions of employment which includes a competitive salary and benefits package.