



## **Driver, Hargeisa Terms of Reference**

<b>Position Title:</b>	<b>Driver, Locally Driven Justice (LDJ) Project</b>
<b>Reporting to:</b>	<b>Finance &amp; Administrative Officer, Hargeisa, and Finance Officer, Hargeisa</b>
<b>Duty Station:</b>	<b>Hargeisa</b>
<b>Area of Operation:</b>	<b>Somaliland</b>
<b>Start Date and Employment Period:</b>	<b>1 April 2020 –31 July 2020, with the Possibility of an Extension</b>
<b>Deadline for Application</b>	<b>25 March 2020. Applications will be reviewed on a rolling basis.</b>

### **The ToRs: Position's Overall Objective**

The LDJ Project Driver will be responsible for the following assignments:

- Provision of reliable and secure driving services to Horizon;
- Proper use of vehicle and day-to-day maintenance of the assigned vehicle;
- Ensure the security of the passengers and the vehicle; and
- Other miscellaneous assigned duties.

### **Main Responsibilities**

#### **1. Ensures provision of reliable and safe driving services by doing the following tasks:**

- Drive and master the vehicle in a safe and controlled manner in order to avoid accidents;
- Drive the vehicle with due care and attention, always obeying the rules of the road;
- Pay attention and respect the passengers and other road users at all times;
- Respect speed limits and adjust the speed according to traffic density, rules, pedestrians along the road, load of the vehicle and road conditions;
- Drives LDJ project vehicles for the transport of authorized personnel and delivery and collection of documents and other items as instructed; and
- Does not answer telephone calls while driving.

**2. Ensures cost-savings through proper use and day to day maintenance of the vehicle:**

- Make sure all equipment in the vehicle as listed in the logbook is present and taken care of -- spares, tools, first aid kit, water if longer trips;
- Keep the car clean (body, chassis, engine);
- Follow up vehicle services or repairs as needed and notifying the Finance Officer and Admin and Finance Assistant when action is needed;
- Assist any mechanic working on the vehicle;
- Take responsibility for the daily and weekly check of the vehicle;
- Ensure fuel is taken from preapproved petrol stations only; fuel should not be taken elsewhere, except when there is no other choice and then only the amount necessary with permission from the Finance Officer or Admin and Finance Assistant;
- Take responsibility for the update and follow up of the logbook;
- Ensure that the first aid kit is present inside the vehicle;
- Prepare the vehicle in good time before departure (the day before), ensuring correct equipment for the specified location is present, toolkit, and all fuel tanks are full;
- Ensure all necessary travel documents are present at all time;
- Obey the traffic rules relevant in Somaliland;
- Adapt speed according to road conditions; and
- Load and offload the vehicle as it becomes necessary.

**3. Ensure security of the vehicle/passengers:**

- Never use alcohol or narcotics, including *Qat*, when driving the same day, or any medication that may impair driving ability;
- Keep updated on the present security situation for the area to which he is asked to go;
- Have a decent sleep the night before travel;
- Wear the seat belt and to make all others passengers do the same;
- Talk first at any road block or security check points;
- Report all accidents/ incidents involving the vehicle to the Finance Officer or Finance/Admin Assistant as soon as possible.

**4. Other miscellaneous:**

- When necessary, translates into local language for the non-local language speaking personnel using the car; and
- Conduct self in a professional manner and maintain high standards of ethics and integrity.

**Competencies**

- Possession of a valid driver's license;
- Minimum of 5 years' driving experience with a safe driving record;

- Experience working with NGOs;
- Have basic elementary knowledge of motor machines;
- Be able to fix the vehicle in case of minor problems;
- Be able to travel to all 6 regions of Somaliland;
- Fluency in Somali and basic English for communication;
- Have good interpersonal skills, be honest, punctual and hardworking.

To apply please send a cover letter and CV detailing relevant experience to [recruitment@thehorizoninstitute.org](mailto:recruitment@thehorizoninstitute.org)

***Only short-listed applicants will be contacted.***