

Driver

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Phone :

Web :

The logo for World Vision, featuring a stylized orange sunburst or star in the upper right corner, with the words "World Vision" in a bold, black, sans-serif font below it.

World Vision

Job Summary

Vacancy :

Deadline : Oct 03, 2024

Published : Sep 22, 2024

Employment Status : Full Time

Experience : Any

Salary : As Per WVA Salary Scale

Gender : Any

Career Level : Any

Qualification :

Job Description

About World Vision International:

World Vision International (WVI) began emergency relief operations in Afghanistan in 2001 by addressing the urgent needs of children and families affected by natural disasters and decades of conflict. Over a decade later, World Vision Afghanistan's (WVA) programs have expanded to development sectors such as health, nutrition, WASH, child protection, and education, empowering women to engage in civil and social change through interfaith partnership.

WVA targets the most vulnerable in its interventions; including children, women, Internally Displaced Persons (IDPs), and returnee refugees, as well as the most impoverished and marginalized families. These priorities have been chosen to contribute to our Goal: "Improved survival and well-being of Afghan girls and boys, building the foundations for a better future for Afghan children and their communities."

Our work is well established in Herat, Badghis, Ghor, and Faryab provinces in the western region of Afghanistan. We work closely with all levels of society including children, parents, teachers, village councils, religious leaders, ministries, provincial departments, and other national and international agencies.

Job Description:

The purpose of the position is to provide a wide range of expedient support services for World Vision regarding fleet and to coordinate the driving responsibilities with the Security, Access, and Fleet Department to enhance transport services for the WVA staff and program implementation. The job holder should ensure that all tasks are carried out in a timely, secure, and efficient manner. In addition, the job holder will be kept accountable for the vehicle and equipment assigned to do the job.

Job Requirements:

Daily Routine Activities

Check allocated WVA vehicles daily (checking oil leaks, accident damage, tire conditions, and servicing).

Ensure that the vehicle status is in good condition before field trips and equipped with necessary spare parts, such as spare tires, engine oil, brake fluid, and spare filters.

Ensure that all the WV vehicles have standard tool kits, winterization tools, first aid kits, and emergency food rations.

Make sure that the vehicle is clean at all times. Drivers are required to ensure that the vehicle is cleaned maintained and kept to WVA standards, especially after the field trip.

Ensure that vehicles have enough fuel, all the time at least more than half the tank.

Collect and deliver packages, goods, and mail in cooperation with the fleet/security department.

Assist visiting WV staff by transporting them to hotels, team houses, and/or offices.

Reporting Cases

1. Ensure that accidents or damages are reported to the Field Security and Access Coordinator.
2. Ensure that the mechanical state of the allocated WV vehicles and defects are reported promptly.
3. Check insurance and vehicle licenses for allocated World Vision vehicles.

Practicing Policies

1. Ensure that safety belts are always worn when the vehicle is in motion, and vehicle should not be overloaded — both in forms of number of passengers and the weight of the cargo carried.
2. Each driver should be aware of the WVA Vehicle Policy and take full responsibility for the vehicle assigned to him.

To enable proper monitoring and utilization of a vehicle, each driver is required to maintain the logbook properly.

Other

- Airport pick up and drop off of WVA staff and visitors.
- Any other duties as tasked by the Administration Associate and head of Office.
- Adhere to WV Child and Adult Safeguarding policy and standards.
- To be aware and prepared to implement the WV Afghanistan Humanitarian and Emergency Affairs plan under the context of (please add functional area or project) interventions.
- Required Professional Experience
- Ability to read and write in their native language.
- Valid driver's license for a minimum of 3 years.
- Minimum knowledge of car mechanics.
- Thorough knowledge of the road system of the area of work.
- Thorough knowledge of traffic regulations.
- Moderate English.
- Ability to work in a cross-cultural and multi-religious environment with multi-national staff.
- Ability to prioritize work about need and urgency.
- Thorough knowledge of VHF/UHF usage.
- Maintain a high standard of personal appearance.
- Required Education, training, license, registration, and certification Minimum of 2 years experience in driving with humanitarian organizations. Preferred Knowledge and Qualifications
- High school graduate
- Ability to read and write in Persian, Pashtu, and English
- Travel and/or Work Environment Requirement WVA Operational areas within CCN Physical Requirements Young, Strong, Sharp Eyes, and Passionate Language Requirements Persian and English Language Working Knowledge

Submission Guideline:

The application closing date is **3-Oct-2024**. Qualified applicants can apply for the position by filling in the online application form in the WV Career portal. applicants can also attach their CV and cover letter in the online system. Please note that only the applications received through the online portal will be considered for this position.

Applicants can log in to the WV online application system by copying and pasting the following link into their browser

Submission Email:

https://worldvision.wd1.myworkdayjobs.com/en-US/WorldVisionInternational/details/Driver_JR36053-1?locationCountry=db69b722446c11de98360015c5e6daf6

Education & Experience

Minimum of 2 years' experience in driving with humanitarian organizations.

Must Have

High school graduate

Educational Requirements
