SHORT VACANCY NOTICE

Open to Internal & External Candidates

Position: Contract Driver
Location: Abuja.
Type of Appointment: Short term
Closing Date: 7th August, 2019

BACKGROUND

CLEEN FOUNDATION (formerly known as Centre for Law Enforcement Education) is a non-governmental organization based in Abuja and established in January 1998 with the mission of promoting public safety, security and accessible justice through the strategies of empirical research, legislative advocacy, demonstration programmes and publications, in partnership with government, civil society and the private sector. Since its establishment in the country in 1998, CLEEN has greatly encouraged the development of the Security and Justice sectors through Capacity building programs, Accountability and justice programs, Local and international research initiatives, Public safety and security interventions, Community resilience and peace building efforts and through promotion of human rights and the rule of law in partnership with Civil Society Organisations, Government agencies, Media organisations and developmental partners.

In view of its quest for expansion, productivity and actualization of its strategic plan and program objectives, CLEEN Foundation is currently recruiting and searching for experienced, resourceful and proactive officers to join its team:

Qualification

- Minimum of SSCE, WAEC or equivalent
- Fluent in English Language
- Valid Driver’s License
- At least 5 years experience working as a driver.

General duties

- The maintenance of regular communication and reporting procedures with the Executive Director or his designate, other staff and/or consultants of CLEEN Foundation
- Safe transportation of CLEEN employees and goods as directed by the line manager
- Always be in possession of a valid driving license and personal identification
- Respect and observe the Nigeria traffic regulations, speed limits and adjust speed according to road and risk conditions (for example, when driving in villages or populated areas)
• Observe CLEEN standard operating procedures for vehicles
• Observe the manufacturer technical conditions of use for all vehicles
• Report any accident immediately to line manager and the nearest police station for purpose of insurance claims
• Assist in loading and off-loading, and fetching water
• Ensure safety of vehicles assigned to you at all times
• Ensure passengers wear seat belts at all times

Vehicle maintenance and checklist for field trips (20%):

• Responsible for daily and weekly preventive maintenance and report to the line manager of any problems with vehicles
• Ensure vehicles are always on full fuel tanks
• Diligently and promptly update the movement and fuel consumption logbook
• Furnish the logbook to the line manager as and when required to facilitate preparation of monthly vehicle and fuel consumption reports
• Always ensure the vehicle insurance and licenses are valid before driving any vehicle
• Alert line manager when service and maintenance schedules are due
• Clean the vehicle inside and outside as and when necessary/ keep your vehicle clean externally and internally at all the times
• Check that items mentioned in the logbook are in the vehicle before leaving
• Perform daily vehicle pre–departure checks to include fuel, engine oil, coolant, lights, tyres, horn, tools and equipment, brakes, windows and mirrors, etc.
• When a field trip is planned, the driver has to inspect and prepare the vehicle the day before leaving and be ready for scheduled departure time
• The driver has also to prepare additional materials according to trip needs (for example, additional fuel tank, stickers, flag, medical and food kits, additional spare tyres)
• Conduct daily, weekly and monthly vehicle check
• Behave in a professional manner at all the times with the understanding that the public associates your behaviour with CLEEN.
• Ensures the official vehicles are safely parked within the office environment and approved sites at all times
• Any other duty that may be assigned in relation to logistics by the immediate line manager, Admin Officer or the Chief Operations Officer

Security, communication and miscellaneous duties (10%):

• Ensure the vehicle radio communication is in good working condition
• Maintain regular radio communication with the base station while travelling away from the base. Radios should be switched on for communications at all times
• Observe and ensure adherence with security guidelines in the programme area of operation
• Assist Admin and Program Officers and colleagues in gathering security information analysis especially pertaining to routes to be travelled. To advise the logistician on the security of such routes and whether CLEEN vehicle should travel or not on a given route
• Promptly report all relevant security incidents/concerns to the Admin Officer
• Carry out other delegated tasks using CLEEN vehicles. These may range from mail delivery, payment of bills, picking or dropping of staff or visitors and other similar tasks
• Organise the assigned task in the most efficient and effective manner, so as to minimize vehicle use (fuel consumption, wear and tear)
• Carry out any other duties as requested by the Admin Officer and any other senior staff
• The performance of any other duties that may be reasonably requested by the Executive Director or his designate.

Required Skills and Competencies

▪ Communication skills in both verbal and written English.
▪ Interpersonal skills.
▪ Ability to deliver results.
▪ Communicate sensitively and politely with colleagues, partners, donor agencies, NGOs, members of the public
▪ Interest in progressive issues and commitment to public interest work
▪ Prioritize work and take initiatives within agreed guidelines and set deadlines
▪ Basic knowledge of Microsoft Office tools and use of Internet;
▪ Willingness to develop professional and personal skills necessary to perform assigned tasks
▪ Work accurately and in detail particularly under pressure of deadlines and maintain reliable logistics files
▪ Willingness and ability to drive long distances and work outside regular business location and hours when necessary

Method of Application
Applicants for the respective positions above must email their CVs (Max 3pages, Word) with a cover application letters to: searchcommittee@cleen.org using the “Job title” as the subject of the mail.

Application Deadline: Wednesday 7th August, 2019