Driver

Department: Administration	**Job Family: Administration**
Reports to: Logistics Officer	**Job Category: Contract**
Location: Lusaka	**Approved By: CEO**
Date Prepared: May 2024	

About Project Concern Zambia

Project Concern Zambia (PCZ), is a local Zambian independent organization, established in 2019. PCZ work focuses on strengthening community public health and social protection systems to sustainably support inclusive development, HIV epidemic control, increase access to quality integrated health care and social protection among vulnerable communities, and foster climate resilience. PCZ leverages the existing community ecosystem and collaborates with community-led organizations, the government, and the private sector to serve targeted vulnerable communities and populations. Currently, PCZ is reaching over 100,000 vulnerable children, adolescents, and caregivers in over 200 communities in Central, Muchinga, Northern, Southern, and Western Provinces of Zambia. Current donors include the United States Agency for International Development (USAID)/President's Emergency Fund for AIDS Relief (PEPFAR), Churches association of Zambia (CHAZ)/Global Fund, and American Private Foundations.

PCZ is seeking to hire a **Driver** to support PCZ staff activities in various locations, within and outside Lusaka.

Job Summary

The driver will be assigned to project vehicles and will be responsible for transporting PCZ staff and consultants to sites within and outside Lusaka. The driver will ensure vehicle is kept clean, in good mechanical order at all times, and not abused. The driver will also be expected to provide office support services as required.

Specific Responsibilities

- Operate PCZ vehicles in a safe and responsible manner, with the safety of passengers a paramount concern at all times
- Properly maintain assigned vehicle in all aspects including cleanliness
- Ensure that project vehicle is in good working order at all times by performing necessary checks on tires and engine; advise supervisor of any maintenance required or service/repairs undertaken
- Monitor vehicle mileage logbook in an accurate and consistent manner and submit log sheets to supervisor
- Monitor fuel consumption of vehicle assigned at all times and report any high consumption to the supervisor

- Monitor schedule of full service requirements on project vehicle assigned in timely manner
- Ensure security of assigned vehicle by parking it in a safe, secure location
- Provide high level of customer service through being punctual, courteous, and discreet in all matters concerning PCZ
- Report any incidents involving PCZ vehicles or passengers to supervisor immediately
- Complete office support services as assigned, when not scheduled for driving duties
- Participate in PCZ's innovation efforts and in teams on innovation initiatives
- Other duties as assigned

Essential Requirements

- Grade 12 graduate
- At least three years' experience in a similar position
- Strong verbal communication skills to communicate effectively and professionally, and with cross-cultural sensitivity
- Customer service skills
- Ability to take initiative and ownership, and follow-through on all tasks
- Pleasant, professional, and approachable mannerism
- Valid driver's license (Class C) and excellent driving record
- May be asked to work overtime during peak time periods
- A passion for the mission and values of PCZ

Essential Qualifications

- Completion of Grade 12 and diploma in a related field
- At least three years' experience in a similar position
- Proficient in Microsoft Office applications (Word, Excel, PowerPoint, and Outlook
- Excellent customer service skills
- Ability to communicate (both written and verbal) effectively and professionally, and with cross-cultural sensitivity
- Ability to take initiative and ownership, and follow-through on all tasks
- Ability to take on a wide variety of tasks and handle multiple-tasks; forward thinking
- Pleasant, professional and approachable personality
- A passion for the mission and values of PCZ

Desirable Qualifications

- Diploma in Mechanics
- Professional drivers' training
- Proficient in Microsoft Office (Word, Excel) and Microsoft Outlook
- First aid training
- Certificate in defensive driving

Characteristics:

- Friendly/cheerful
- Strong communication skills
- Proactive/self-Starter
- Team player
- Flexible
- Dependable