

Position Description

Project:	Enhancing WASH (EWASH)
Location:	Bolga (1 slot), Wa (1 slot), Tamale (1 slot),
Job Title:	Driver
Reports To:	Chief Driver/Logistics Officer
Duration:	One Year Contract- Renewable on annual basis

The mission of **Global Communities** is to create long-lasting, positive and community-led change that improves the lives and livelihoods of vulnerable people across the globe.

Global Communities is seeking an experienced **Driver** for the USAID-sponsored Enhancing Water, Sanitation and Hygiene (WASH) program in Ghana. This program seeks to increase access to sustainable WASH services in districts located in six regions of northern Ghana. The activity will partner with the Government of Ghana (GoG) to enhance governance and planning for WASH service delivery; strengthen sustainable WASH financing; improve private sector engagement; and accelerate the adoption of convenient and safe WASH behaviors.

This position is open only to persons legally authorized to work in Ghana. No expat benefits or allowances have been budgeted for this position. Ghanaian citizens are encouraged to apply.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The driver provides transportation support for the administrative and program staff of the EWASH and COVAX programs. The main duties are:

- Driving officers and staff on official duties to the field, and other venues as directed (transporting staff throughout the program target areas, staff pick-ups and drop-offs to meetings, the airport, etc.)– using the project vehicles.
- Maintenance of the vehicle daily. This includes checking oil, coolant and window cleaner liquid levels every morning when the vehicles are leaving to and returning from the field.
- Inspection of the vehicle daily to detect any possible malfunctioning and report any problems noticed directly to your supervisor thereby averting any possible car incident/accident.
- Reporting on fuel level and mileage reading for each vehicle on daily and weekly basis
- Maintaining a log of mileage, destinations, and oil changes.
- Ensuring that all vehicle users are following organizational rules for vehicle usage.
- Responsible for the security and updating of the registrations, roadworthy and insurance certificates of the vehicle assigned to you.
- Delivering letters/mail/packages on behalf of the EWASH and COVAX projects as requested.
- Other duties assigned by your supervisor or Management such as assisting with the movement of logistics (e.g., furniture items, electronic devices, and other heavy equipment) from one place to another within/around the office premises.

The duties listed above are not inclusive of all duties on the EWASH and COVAX projects. Global Communities reserves the right to change and update the position descriptions at any time.

REQUIREMENTS

- Good knowledge of traffic rules and regulations
- Ability to drive safely and defensively, even on rough terrain, and for extended periods of time
- Punctuality and willingness to learn new skills and to follow instructions

QUALIFICATIONS

- At least five years relevant working experience in providing professional transportation services.
- Experience working with an INGO is preferred.
- Minimum of valid driver's license (category D) and Senior High School certificate.
- Fluent in English and at least two local languages.
- Basic computer skills e.g. reading and responding to e-mails.

Applications should be sent to: Ghana-Contact@globalcommunities.org latest by 26th August 2022 with the preferred job location in the subject line. Applications submitted after this date, and applications without a job title will not be considered