

IRAQ COUNTRY OFFICE
TERMS OF REFERENCE

Position Name: Driver with Vehicle	
TEAM/PROGRAMME: CP	LOCATION: Khanaqin & Muqdadiyah
Working Location: (Khanaqin & Muqdadiyah) Diyala Governorate and all its affiliated areas, with flexibility to travel to Sulimaniyah, Kirkuk, Baghdad and Erbil CO.	POST TYPE: National
ROLE PURPOSE: Working hours: 8 Hours per Day, five days per week, - Available during holidays and Weekend, Fees: The fees will be according daily trips, and the salary will be paid at the end of each month	
SCOPE OF ROLE: Reports to: Fleet Focal point Staff directly reporting to this post: N/A Budget responsibility: N/A	
KEY AREAS OF ACCOUNTABILITY: - The driver has to sign, respect and apply Child safeguarding policy and Code of conduct - Maintain a valid driver license, registration (Should be under the name of driver), vehicle documentation And valid permits all the time, - Maintain the log- sheet for the movement trip and the vehicle, - Keep the Documents for access letters from authorities (updated letter) in the Vehicle for each trip and make sure to check the name of staff before start over the trip, - Ensure that the Supply chain/fleet focal point and Safety and Security are immediately informed of any accidents, - Check the vehicle prior to its use in the morning (Check in) and (Check out) as well, - Maintain all vehicle safety equipment, as per vehicle safety kit, in liaison with the fleet focal point – including first aid kit, communication equipment and fire extinguisher, - Perform any other relevant and appropriate tasks requested by the Line Manager, - Ensure that all vehicle journeys are to be recorded in the log-sheet at the start and completion of journey, - Ensure that all staff who join the trip should wear the vehicle safety belt and all passengers wear seat belts before driving the vehicle, and take in consider COVID-19 SOP - Follow and abide by the traffic rules, regulations, driver safety manual and any other instructions given by Supervisor - Driving in inclement weather, such as light snow, - Driver should have the medical tests for (Hearing and eye tests), - During field visits, must respect the staff and follow the plan of the filed visit. Any disobedience of work related instruction will record in the driver's performance.	



QUALIFICATIONS AND EXPERIENCE:

- Excellent written and oral communication in Arabic
- Minimum one year of experience in driving vehicles especially with NGOs
- Knowledge of local context, and Previous or current knowledge of NGOs policies,
- Vehicle type should be Pickup Hilux 4X4 , Starex and SUV 4X4.
- The driver with Vehicle (Hilux Pickup 4x4) should be based in Khanaqin, and other drivers with other vehicles (2 Hilux Pickup 4x4, 1 Starex, 1 SUV 4x4) should be based in Muqdadiyah
- Vehicle Year of manufacture should not be less than 2016 and Odometer reading should not be more than 150000. km
- The Driver should be the owner of the vehicle; driver should have an. (court Iraqi by issues letter authorization) by the driver name, if the registration is not registered yet by the driver,
- The vehicle should be insured for one year,
- The Driver should have updated driver licenses,
- The driver should have full information on our locations (Baquba, Baladruz, Jalawla, Khanaqin, Muqdadiyah and all Diyala in general) and villages surrounds,
- Use route GPS apps and knowledge of area and ways to arrive the locations by safe and on time and according green ways as provided by Safety and security team, which mean familiarity with GPS devices or map apps

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