

IRAQ COUNTRY OFFICE
TERMS OF REFERENCE

Position Name: Driver with Vehicle	
TEAM/PROGRAMME: Pool (program and Support)	LOCATION: Ninewa
Working Location Ninewa (Mosul and around villages with frequent travel to all SCI offices: (Erbil,Duhok) Governorate and all its affiliated areas,	POST TYPE: National
ROLE PURPOSE: Working hours: 8 Hours per Day, five days per week, - Available during holidays and Weekend, for any emergency cases	
Fees: The fees will be according to 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: - 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 starting 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 the 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, - 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),	
QUALIFICATIONS AND EXPERIENCE: - Excellent written and oral communication in Arabic - Minimum one year of experience in driving vehicles, especially with NGOs - Language Fluent Arabic, - Knowledge of local context and Previous or current knowledge of NGOs policies, Vehicle type should be Pick-up (4X4) Vehicle Year of manufacture should not be less than 2021 and Odometer reading should not be more than 150,000. km - The Driver should be the owner of the vehicle; the driver should have an. (court Iraqi by issues letter authorization) by the driver's name, if the registration is not registered yet by the driver, - The vehicle should be insured for one year, - The Driver should have an updated driver license, - The driver should have full information on our locations in Ninewa districts and the villages surrounding, - Use route GPS apps and knowledge of the area and ways to arrive the locations by safe and on time and according to greenways provided by the Safety and security team, which means familiarity with GPS devices or map apps	