

**JOB DESCRIPTION**

**Position: Logistics Support Personnel/Driver – RWVL project**

**Responsible to: Logistics Advisor**

**Location: Abuja**

**Line Management: None**

**Grade: 4**

**Overall purpose**

The successful candidate will use ActionAid Nigeria (AAN) vehicles to facilitate movement of staff and equipment and to maintain vehicles and equipment according to AAN policies and procedure. In addition, the person will be required to carry out routine maintenance on the vehicle and give informed assessment of the vehicle whenever required.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

* Responsible for movement of Staff and key stakeholders (partners, Board, consultants and AA staff) while adhering to all road safety rules and regulations both at local and Federal levels.
* Comply with AAN Health and Safety regulations
* Maintain and update a file on the following;
  1. Vehicle License
  2. Vehicle registration papers
  3. Daily checklist for vehicle
  4. Vehicle Insurance Papers
  5. Driver’s license appropriate for vehicle
  6. Log book
  7. Minor repairs
* Responsible for ensuring required equipment like fire extinguisher, first aid box, spare tyre and tool box are in the vehicle and in good condition
* Ensure proper reporting of all incidents involving AAN vehicles
* Ensure adherence to appointments and agreed schedules
* Provide administrative support within the Logistics unit and the entire organisation
* Ensure prompt delivery of mails and other messages in the organisation
* Provide finance support for AAN programme by making bank transactions.
* Ensure AAN vehicles are clean and tidy at all times
* Update line manager on all required equipment repairs
* All other responsibilities as given by the Line Manager

**Key Relationships**

Internal: All Staff

External: Partners & other stakeholders

**Persons Specifications**

|  |  |  |
| --- | --- | --- |
| **Attributes/Skills** | **Essential** | **Desirable** |
| **Education/**  **Qualifications** | * Secondary School Leaving Certificate with at least 4 credits |  |
| **Experience** | * A minimum of 3 years work experience | Experience in an international development agency |
| **Skill Abilities** | * Demonstrable IT skills * Excellent interpersonal and communication skills with fluency in written and spoken English * Good knowledge of FRSC rules and guidelines * Knowledge of fire drills and other related emergencies * Vehicle mechanical experience * Good knowledge of Nigeria routes and   use of communication gadgets.   * Up to date security knowledge | * Good knowledge of Nigeria Road networks |
| **Personal Qualities** | * A personof integrity * Creative and takes initiative. * Ability to work effectively in a diverse team environment * Willing to work additional hours at crucial times. * Self motivated person able to work with minimum supervision * Willing to work on weekends when required * Effectively promote AAN’s mission, values and objectives |  |

Signed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Logistics Support Personnel/Driver**

Signed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Logistics Advisor**