Driver Operations Specialist

Pakistan, Asia Pacific Group,

Logistics:
Consistently ensure that VSO’s vehicle and driving policies and good practice are followed at all times.

Manage vehicles as requested, including cleaning; checking toolbox contents are complete; daily checks; weekly servicing; tax, entering journeys in the VSO log book at all times, organising repairs and approving work done with VSO agreed mechanics.

Promptly report vehicle running problems or damage to the vehicle to the relevant employee in VSO’s Administration Team.

Run messages, collect pro-forma invoices, from suppliers, help load/unload and transport equipment and undertake other logistic duties as requested.

Volunteer, staff and official passenger support:
Drive volunteers, employees and official passengers carefully and safely at all times around the region, ensuring compliance with relevant national laws and rules; and VSO security management plans.

Ensure all necessary official documents are available in the vehicle being driven.

Fulfil other tasks from time to time that are in line within the responsibility of the post.

Responsibilities

Key Performance Indicators

Vehicles are maintained in good order and are serviced regularly to ensure road-worthiness.

Duty of care baselines are met in relation to volunteer/staff/passenger security and safety.

Logistics:

- Working together: Aware - Participates and cooperates well as team member.
- Communication & Influencing: Aware - Informs others clearly and convincingly and listens well to others.
- Managing Knowledge: Aware - Keeps up to date with readily accessible knowledge relevant to own role.
- Striving for Excellence: Aware - Wants to learn and improve; responds to feedback and strives to meet objectives set by others.
- Managing Resources: Aware - Spends VSO’s money responsibly; organises own work to meet objectives on time and is aware of team workloads.
- Managing People: Aware - Requests and follows up on appropriate support from others; raises concerns about uncooperative colleagues in an appropriate way.
- Developing People: Aware - Gives constructive feedback that helps others identify and meet development needs.
- Leading for the Future: Aware - Is enthusiastic about VSO’s work, lives VSO’s values and is open to new ideas.
- Thinking Strategically: Aware - Understands the context of own role; considers impact of own work on others.
- Delivering Results: Aware - Produces work of acceptable quality on time; responds to requests in a helpful way.

Skills, knowledge and experience

Essential
Full, valid, clean driving licence and significant level of driving experience.
Familiar with and able to undertake basic 4WD vehicle checks and servicing.
Excellent knowledge of the Country’s geography.
Good understanding of English.
Holding of School Certificate.
Ability to work well in a team.
Able to plan the order of daily work efficiently using own initiative.
Able to travel and spend time away from home for extended periods of time.
Commitment to delivering excellent customer service.
Commitment to VSO’s values and sensitivity to equal opportunities particularly regarding HIV&AIDS, disability and gender.
Flexibility to adapt to new situations, with a positive attitude to working in an international organisation with progressive work standards.

Desirable
Experience working with international Non-Government Organisations.
Experience working with Government Officials.

Reviewed Nov 14