



**Stand No. 1186, Crn, Addis Ababa Drive/ Chaholi Road, Lusaka**

## **Driver (2 positions)**

<b>Location :</b>	Zambia National Public Health Institute
<b>Application Deadline :</b>	September-2023 ( <b>Midnight Lusaka, Zambia</b> )
<b>Additional Category :</b>	Zambia COVID-19 Emergency Response and Health Systems Preparedness Project (ZCERHSP)
<b>Type of Contract :</b>	Time Based Contract
<b>(++Post Level :</b>	Support Staff
<b>Languages Required :</b>	English
<b>Starting Date :</b> (date when the selected candidate is expected to start)	October-2023
<b>Duration of Initial Contract :</b>	Until 31 December 2023, with possibility of extension
<b>Expected Duration of Assignment :</b>	Until 31 December 2023, with possibility of extension

The Zambia National Public Health Institute (ZNP HI) is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the strictest confidence.

ZNP HI does not tolerate sexual exploitation and abuse, any kind of harassment, including sexual harassment, and discrimination. All selected candidates will, therefore, undergo rigorous reference and background checks.

## **Background**

### **The Position:**

The Driver position is located within the Zambia COVID-19 Emergency Response and Health Systems Preparedness Project (ZCERHSP) Project Implementation Unit at the **ZNP HI** Office, **Lusaka**. Under the overall supervision of the Project Manager, and direct supervision of the Project Assistant, **provide driving, logistical services, and proper and safe handling of the Project's motor vehicles during the transportation of the PIU staff, project stakeholders and goods.**

The Driver is part of a team, which provides integrated logistical and operational support within a systems strengthening approach fundamental to the overall ZNPHI and Ministry of Health COVID-19 and Health Systems Preparedness implementation strategy. The Driver works in close collaboration with other Project staff in the course of service delivery to **strengthen the capacities of the PIU to maintain the vehicle fleet in good working order through regular assessments and monitoring performance of vehicle service/maintenance/repair providers.**

## Duties and Responsibilities

### The Driver:

- Ensures timely pickup of project staff and visitors as authorised and in strict compliance with road traffic rules and regulations, setting a best example of driving practice;
- Runs errands, ensuring timely delivery and collection of all project correspondence and purchases/goods from various offices/destinations as requested;
- Ensures that all vehicle licensing fitness tests and insurance are valid and renewed timely;
- Performs routine maintenance of the assigned vehicles through timely minor repairs, arrangements for major repairs, timely changes of oil, checking tires, battery, water and brakes checks to ensure that all project vehicles at the PIU are in good mechanical condition at all times;
- Uses traffic and weather reports and navigation applications to map out driving routes ahead of time to determine the most expedient trip to arrive at destinations on schedule;
- Ensures the safety and security of passengers and vehicles through safe driving practices, including but not limited to use of seat belts by all vehicle occupants, locking of doors and windows, driving within speed limits and in accordance with traffic regulations and driving defensively and courteously.
- Accurately maintains daily vehicle logs of trips, mileage, fuel consumption, oil changes, greasing, part replacements, etc.
- Schedules vehicle service due dates for each vehicle, recommending repairs/part replacements required; and conducts thorough verification of job done by service provider and reporting any issues;.
- In case of technical defect or traffic accident, urgent follow measures stipulated in the implementation manual and report appropriately, including submission and follow-up on insurance claims;
- Perform other duties, as assigned by Management.

## Competencies

### Values:

- Exemplifying honesty, trustworthiness, confidentiality and integrity
- Demonstrating commitment to ZNPHI
- Embracing cultural diversity
- Embracing change

### Core Competencies:

- Achieving results
- Being accountable
- Developing and applying professional expertise/ business acumen
- Thinking analytically
- Working in teams/ managing ourselves and our relationships
- Communicating for impact
- Reliable and punctual with dedicated professionalism to job and duties.
- Able to work under minimal supervision and be proactive.
- Polite, courteous and respectful.

### Functional Competencies:

- Good motor vehicle analytical skills;

- Skills in minor vehicle repair and able to easily provide understandable technical advice on vehicle status and repairs;
- Knowledge of area roads and neighborhoods;
- Ability to lift heavy packages and luggage;
- Availability to occasionally take weekend, holiday and night shifts;
- Ability to follow schedules, adapt to changing schedules or routines and re-routing in a timely manner when faced with traffic or congestion;
- Ability to accurately follow routes, maps, and directions;
- Ability to remain calm in stressful driving situations (e.g. at rush hour);
- Physically able to reach, stretch, bend, and sit for long periods of time during daily routine;
- Time management and organizational skills to keep track of pick-ups, deliveries and stay on schedule.

## Required Skills and Experience

### Education:

- Completed secondary level education required.

### Knowledge and Experience:

- Clean Driving License not less than Class C;
- Not less than 5 years' proven experience as a driver;
- Experience in a donor-financed project/programme or government will be an added advantage;
- Motor vehicle mechanical knowledge will be an advantage;
- Defensive Driving training is an advantage;
- Computer literacy, including computational skills, is an added advantage;
- Must have a safe driving record.

### Languages:

- Fluency in English is desirable