LB05103
DRIVER ASSISTANT

Level 2

Reports to (Hierarchical)
(Specialised) Driver / Head of Drivers

Reports to (Functional)
(Specialised) Driver / Head of Drivers

Job Family
Logistics and Supply

Main Purpose
Carrying out tasks according to **MSF** standards and procedures and to the driver's instructions in order to ensure proper functioning and running of assigned vehicle.

Accountabilities
- Performing tasks by assisting the driver in performing his duties. This includes but are not limited to the following:
  - Assisting the driver in daily and weekly checks of the technical conditions of the assigned vehicle (state of the tires, oil, fuel, brakes, radio equipment, spare parts, etc.) according to **MSF** protocol (logbook) as well as in refilling vehicle when necessary, and keeping it clean to ensure it can be driven in perfect conditions.
    - Assisting the driver while driving, as co-driver
    - Assisting logistics department for any related work needed
    - Assisting the driver in supervising loading
    - Assisting the driver in ensuring all passengers have all necessary papers in order before travelling, and ensuring non MSF staff sign disclaimers of responsibility before using the vehicle
    - Assisting the driver in performing basic roadside repairs if needed
- Knowing how to use all types of radios, codes, call numbers and radio alphabets by heart and communicates with base according t**MSF** communications policy to inform the driver's position and any potential implications
- Knowing and respecting the security rules related to vehicle movements, specifically those related to customs, checkpoints and roadblocks. Ensuring all passengers know and respect the security rules
- Informing the line manager of any incident involving the transportation of passengers or goods.

Education

- Essential literacy and driving license. Good knowledge of country roads
- Desirable diploma on mechanics or related technical training. Desirable driving license for applicable vehicles

Experience

Desirable experience with specific vehicles to use (boat, truck, other)

Languages

- Essential, local language.
- Desirable mission language

Competencies

- Commitment to MSF Principles **L1**
- Behavioural Flexibility **L1**
- Stress Management **L1**
- Results and Quality Orientation **L1**
- Teamwork and Cooperation **L1**
- Service Orientation **L1**

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