

## VACANCY ANNOUNCEMENT

The **Strategies for Northern Development (SND)** is a local non-governmental organization working with Nomadic Pastoralist Communities in *Southern Ethiopia* and *Northern Kenya*. **SND** is guided by a **vision** to ‘see a society where all Pastoralist Communities are resilient and live a dignified life’.

**Key areas of SND focus** include; (1) *Peace Building and Governance*, (2) *Food Security, Sustainable Livelihoods and Resilience*, (3) *Child Protection and Education*, (4) *Water, Sanitation and Health* and (5) *Humanitarian assistance*.

**SND is seeking applications from qualified individual(s) to fill the following open position;**

Position	Key Competence	Roles and Responsibilities
<p><b>Driver</b></p> <p><b>Location:</b> (Dubluk)</p> <p><b>Post:</b> (1)</p> <p><b>Contract Duration:</b> (12 Months with possibilities of extension over the next 3 Years)</p> <p><b>Salary:</b> (Competitive salary and other benefits shall be paid as per SND Scale)</p> <p><b>Submission Deadline:</b> 19<sup>th</sup> January, 2024</p>	<ul style="list-style-type: none"> <li>• At least <b>Secondary School education</b> or equivalent.</li> <li>• <b>Minimum experience of 5 years</b> as a <b>driver</b> in an <b>NGO</b>; and <b>experience in driving four-wheel drive vehicles</b>.</li> <li>• Good manoeuvrability-skills in 4WD vehicles.</li> <li>• Have a <b>valid driving License</b>.</li> <li>• <b>Auto mechanics training</b> and ability to conduct <b>minor repairs</b>.</li> <li>• Proven <b>experience of working in pastoral lowland areas</b>; and conversant with such terrains, conditions and situations.</li> <li>• With good communications and personalities; command of basic written/spoken English. Fluency in Afan Oromo.</li> <li>• Ability to adjust to changing situations while maintaining focus on delivery and follow-through.</li> <li>• Energetic enough to work well for long hours.</li> <li>• Without any criminal records.</li> <li>• A critical thinker and problem-solving skills.</li> <li>• Good time <i>[and every-other resources]</i> management skills.</li> <li>• A Team player, good at building cross-team relationships.</li> </ul>	<p><b>The purpose of this position:</b></p> <p>The purpose of <b>Driver</b> position is to ensure the <b>safe conveyance of staff and supplies/materials/equipment to authorized destinations</b>. The <b>Driver</b> is <b>responsible for proper vehicle use</b>, cleanliness/hygiene and roadworthiness and advises the line manager if some concerns/issues should be reviewed or fixed in the vehicles.</p> <p><b>Further Roles and Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Drive at a speed with consideration for the safety of the passengers, other road users, the load and the technical state of the vehicle.</li> <li>• Adhere to <b>SND-Vehicle policy</b> and <b>traffic rules and regulations</b>.</li> <li>• Ensure <b>maximum speed limit (80KM/Hr)</b> is not passed at all times.</li> <li>• Wear a seat-belt and ensuring that all passengers also wear their seatbelts at all times when the vehicle is in motion.</li> <li>• Decide whether or not to attempt to cross a difficult section of road, to continue after a technical defect has been detected, or to delay the travel.</li> <li>• Immediately notify the supervisor as well as the local authorities in case of any accident/incident in which is involved.</li> <li>• Support staff members including but not limited to Finance, Logistics, Human Resources and programmes in the dispatching and collecting of wide range of documents, assets and materials as and when required.</li> <li>• Keep driving license valid and ready for inspection.</li> <li>• Make sure all necessary vehicle documents (e.g. insurance, registration documents, etc.) are present in the vehicle and up to-date.</li> <li>• Ensure that they have the necessary travel permits and documents for each journey.</li> <li>• Correctly fill in the vehicle logbook with details of each journey</li> <li>• Ensure correct loading and unloading of the vehicle considering the maximum loading capacity, proper distribution and securing of the load.</li> </ul>

- |  |   |
|--|---|
|  | <ul style="list-style-type: none"><li>• Keep the vehicle assigned to them clean and road-worthy</li><li>• Refuel the vehicle whenever necessary.</li><li>• Carry out the necessary daily and weekly vehicle check-ups as <i>(in programme transport or vehicle policy)</i> specified.</li><li>• Undertake other duties as required.</li></ul> |
|--|---|

**How to Apply:**

1. *Letter of applications* along with a copy of your resume, a contact telephone number, copies of *Academic certificates, professional certificates, testimonials* and the names of 3-referees preferably from your *previous work places*, quoting *their email addresses/contact numbers* properly.
2. Clearly label/quote the job title above on your envelope addressed to 'SND-Human Resources Officer' and hand-deliver to SND's Borana Zone office in Yabelo, SND-Moyale Office **or** send copies of scanned (as listed above) documents via the email address - [jobs@sndafrica.org](mailto:jobs@sndafrica.org).
3. **Deadline** for the submission of application is – **(Friday), 19<sup>th</sup> January, 2024 at 5:00 PM.**
4. Phone calls are **not allowed**. Only short-listed candidates will be notified.

**SND is an equal opportunity employer!**

