

Driver Terms of Reference

I. Background

The 4-year GEF project on Participative Integrated Ecosystem Services Management Plans for Bakassi Post Conflict Ecosystems (PINESMAP- BPCE) aims to ensure biodiversity conservation and sustainable use and improved management of Bakassi ecosystems through integrated ecosystem management plans including ecosystem valuation through four main components:

Component 1: Institutional and Stakeholder capacity building to be able to engage in the development and implementation of the IESMP;

Component 2: Participative and inclusive development and implementation of IESMP;

Component 3: Knowledge Management, monitoring and evaluation;

Component 4: Project Management.

II. Duties and responsibilities

Under the authority and the supervision of the project coordinator or the national project director, the driver will carry out the following duties:

1- Perform administrative duties and physical links with the inside and outside of the Project:

- Driving the project authorized persons (Coordinator, National project Director, Project visitors, Consultants, etc.) in official duties (meetings, missions, etc.);
- Ensuring the reception of authorized airport personnel, facilitating their transport to the reserved places and ensure their return to the airport at the end of their mission;
- Delivering mail and shopping related project activities;
- Efficient assistance for the smooth running of project activities;
- Facilitating the registration procedures for departure or arrival of authorized personnel arriving or leaving Cameroon and Buéa/Limbe;
- Make the following documents available: vehicle Insurance, other vehicle's documents, mission Order signed, etc.
- Ensure that all actions as provided by the rules and regulations are taken immediately in case of accident.

2- Ensuring a safe and prudent driving and use adequately project vehicle:

- Ensuring that the logbook of the vehicle is properly completed and is correct (Onboard Workbook vehicle tidy and current);
- Maintain the vehicle in good working order by ensuring the vehicle control routine (engine, brakes, oils and lubricants, pneumatic, etc.): Perform minor repairs in time, carry out oil change on time, check the tires and brakes conditions, etc.;

- Keeping the vehicle perfectly clean (wash vehicles every morning and before and after returning from field missions, etc.);
- Regular inspection records and vehicle records: Monitoring and recall of the vehicle records updates;
- Ensuring that vehicle maintenance and technical visits are conducted within the required standards and deadlines;
- Ensuring that records of the vehicle are current and in compliance with applicable laws;
- Respect, courtesy and good behavior on the road;
- Make daily report of activities and documents entrusted to him.

3- Perform other duties assigned to him when necessary by the Coordinator and other officials who have authority over him.

III. Minimum requirements

Candidates should meet the following criteria:

1- Training (training level and domain required and/or privileged):

- At least the level of First School Leaving Certificate;
- Have a driver's license;
- Good knowledge in auto mechanics;
- Knowledge of new traffic code and ability to make small auto repairs.

2- Professional experiences (Number of years and areas of experience required)

- Experience of at least three years (03) years with a leading institution (NGOs, government institutions, international organizations, etc.), good driving history;
- Experience with the United Nations system or international organization;
- Share its experience and know-how and favors the work spirit team.

3- Personal quality

- Good moral character, vigilance, courtesy and discipline, respect;
- Demonstrate integrity by emphasizing the values and ethical standards;
- Follow the safety instructions
- Tackle the task with energy and keeps a positive and constructive attitude.
- Keep calm, enthusiasm and control even when under pressure,
- Demonstrate the ability to develop and maintain good relations with colleagues and partners.
- Good ability to develop personal skills and Professional.

IV. Additional information

Duty Station: Limbe (South West Region)

Duration: Two years renewable
Funding: GEF Funds.