

ToRs of the Driver

I. Background

The 4-year GEF project on Sustainable farming and critical habitat conservation to achieve biodiversity mainstreaming and protected areas management effectiveness in Western Cameroon - SUFACHAC aims to strengthen and expand the PA network of, and mainstream biodiversity conservation in, the Bakossi Banyang Mbo landscape through four main components:

Component 1: Critical wildlife habitat conservation through creation/strengthening of Protected areas
Component 2: Promotion of communities livelihood and biodiversity conservation through Integral Environmental and Social Management Plans (IESMP)
Component 3: Knowledge Management, monitoring and evaluation

II. Duties and responsibilities

Under the authority and the supervision of the project coordinator or the national 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;
- 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: Buea (South West Region)

Duration: Two years renewable

Funding: GEF Funds.