Job Title: Driver
Dept/Field Office: Operations
Reports To: Team Leader, NCFT
Technical Line Manager: Transport Officer (based in Main Office)
Administrative Line Manager: Team Leader, NCFT
Staff Supervised: NA
Location: North Cotabato Field Team, North Cotabato, Philippines

Purpose

The role of the Driver is to provide support to the operations of the Field Team particular to the safe conveyance of passengers and ensuring road worthiness of the vehicle.

Key Tasks and Responsibilities

General

- To ensure correct loading and unloading of the vehicle considering the maximum loading capacity, proper distribution and security of the load.
- To keep the assigned vehicle clean and road worthy.
- To refuel the vehicle whenever necessary or when the level gets below ½ of the tank capacity.
- To carry out regular check-ups of the assigned vehicle and perform minor repairs if needed.
- To immediately report to the Team Leader any Technical Failure or damage and need for maintenance of the vehicle.
- To ensure safety of the vehicle.
- To ensure necessary documents such as logbooks, repair and service forms, waivers, first aid kits, tools and spare parts are always present in the vehicle. To ensure that the first aid kits and spare parts are in good condition, and documents such as logbooks and waivers are filled up correctly.

Driving

- To drive at speed required by the office and in consideration of the safety of the passengers, other road users, the load, and the technical state of the vehicle.
- To wear seatbelt and ensuring that the passengers also wear their seat belts at all times when the vehicle is in motion.
- To immediately notify the Team Leader and Security and Safety Manager as well as the local authorities in case of any accident which he is involved.

**Administration**

- To keep driver’s license valid and ready for inspection.
- To make sure all necessary vehicle documents (insurance, registration documents, radio license, etc.) are present in the vehicle and up-to-date.
- To correctly fill-in and update the NPP vehicle logbook when fuel is taken.
- To keep track of the maintenance schedule of vehicle to make sure servicing is performed on time.
- When based in office, to provide administrative assistance to the team.
- Provide cover for other logistical tasks, where appropriate and as agreed with the Team Leader.

**Duties Applicable to All Staff**

- Actively work towards the achievement of the goals and mandate of Nonviolent Peaceforce.
- Abide by and work in accordance with Nonviolent Peaceforce values and principles.
- Perform any other work related duties and responsibilities that may be assigned by the line manager.

**Qualifications Requirements**

**Education**

- Technical/vocational graduate preferably automotive technology, Senior High School, or relevant National Technical Skills Certification from the Technical Skills Development Authority (TESDA), or relevant post-secondary course.

**Experience**

- Minimum of 3 years driving experience in development/non-governmental organizations (preferred).
- Minimum of 3 years experience on basic automotive repair/trouble shooting.
- Familiarity of the area and local dialect.

**Skills and Competencies**

- Can speak and write basic English communication skills
- Comfortable working in teams and can work under pressure.

**Important Note: Desired Applicants**

- Should have no police record at any one time.
- A local resident of Pikit, Kabacan or neighboring towns North Cotabato

**How to apply:**

- Candidates meeting the above requirements are requested to visit our website [https://nonviolentpeaceforce.org/about/work-with-us](https://nonviolentpeaceforce.org/about/work-with-us) to download and complete the NP Application to accompany your CV (max. 2 pages) and cover letter (max. 1 page). Incomplete applications will not be considered.
- The closing date for applications is on **Tuesday, February 23, 2021.**
- As part of the recruitment process, shortlisted candidates may be asked to complete a written assignment and if successful, participate in an interview process.

**Special Notice:**

Nonviolent Peaceforce is committed to achieving 50/50 gender balance in its staff at all levels. Female candidates are strongly encouraged to apply for this position. However, all qualified applicants regardless of their gender, race, disability, sexual orientation, or age, will be considered for this opportunity.

Nonviolent Peaceforce acknowledges the duty of care to safeguard and promote the welfare of employees, contractors, volunteers, interns, beneficiaries and other stakeholders and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice in the Humanitarian and Development sector.