



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 to **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.
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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
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Experience

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

Language Level Description

A2 Basic User

Waystage or elementary

- Can understand sentences and frequently used expressions related to areas of most immediate relevance (e.g. very basic personal and family information, shopping, local geography, employment).
 - Can communicate in simple and routine tasks requiring a simple and direct exchange of information on familiar and routine matters.
 - Can describe in simple terms aspects of his/her background, immediate environment and matters in areas of immediate need.
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