

act:onaid Job Description and Person Specification

Job Title:	Driver/ Logistics Assistant		
Directorate:	Programmes, Campaigns and Innovation	Salary Level	Non-Managerial (NM) 2
Reports to:	Regional Manager		
Location:	Accra		
Direct Reports:	None		
Job Role			
Role Overview:	The role provides reliable and safe driving of staff and authorised personnel. Additionally, it provides logistics. clerical support to the regional office and responsible for transporting and delivery / collection of mails, documents and other items as relevant for the business of AAG.		
Accountabilities			
Key Accountabilities / Responsibilities:	Key Activities		
Driving/Vehicle management	<ul style="list-style-type: none"> • Convey staff /guests to and from official programmes • Carry AAG materials to relevant destinations • Conduct daily inspection of vehicles to ensure vehicles are in good condition and report any faults to Programme Support Staff • Ensure constant cleanliness of AAG vehicles • Update vehicle documents as relevant • Maintain Logbooks for AAG vehicles • Ensure reliable delivery and collection of mails, documents and other items. • Airport/Bus terminals and hotel pick up of staff and guests on official duties 		
Administrative	<ul style="list-style-type: none"> • Collect invoices and deliver cheques to Service Providers where relevant • Assist to make accommodation reservations • Assist to set up conference room for meetings • Support in organizing logistics for meetings and workshops • Ensure the reliable delivery and collection of mails, documents, newspapers, periodicals and other items. • Support to print/photocopy/scan documents • Assist to buy food/snack for meetings 		

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	<ul style="list-style-type: none"> • Provide logistic support in organizing parties / social events • Assists in photo taking during community meetings, and workshops as and when appropriate • Gather workshop materials including used flip charts, training material etc for workshops and ensure they are returned after workshops.
<p>Staff Safety, Security and Risk Management role</p>	<ul style="list-style-type: none"> • Ensure proper day-to-day maintenance of the assigned vehicle through timely minor repairs, arrangements for major repairs, timely changes of oil, check of tires, brakes and water levels, car washing, etc so that the vehicle is always in good running condition. • Ensure all safety gadgets are in good condition and used appropriately by vehicle users (seat belts, fire extinguishers, first aid, etc) • Adhere to vehicle maintenance / servicing plans • Ensure renewal of required documents including vehicle insurance, vehicle registration, road worthiness certificate, etc. • Comply with driving regulations and strictly observe motor traffic rules.
<p>Others</p>	<ul style="list-style-type: none"> • Assist with media collection • Support review and processing of media • Present a positive image of AAG to guests and general public • Contribute to discussions during team meetings. • Perform any other official task as assigned by supervisor
<p>Safeguarding responsibilities</p>	<ul style="list-style-type: none"> • Share information on Child Protection and Safeguarding issues with visitors and guests of AA who will engage with AAG children as appropriate. • Ensure that parental or guardian's consent is sought for any administrative activity that will involve children. • Ensure parental or guardian consent is sought before taking any images or footage of children and explain the use to which they will be put.
<p>Typical People Management Responsibility</p>	
<p>Approximate number of people managed in total</p>	<p>None</p>

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Matrix Manager – (projects/dotted line)	Programme Support Officer
Team Leader	Regional Manager
Grandfather- manager of Team Leaders/Managers	Head of Programmes, Campaigns & Innovation
Person Specification	
Education & Certifications	WASSCE or its equivalent + relevant Special Skills Training with 2 years' experience or equivalent.
Essential Knowledge and Experience	Defensive Driving skills Security and Safety knowledge Basic computer skills Road signs and traffic regulation Excellent knowledge of protocol and security issues
Desirable Knowledge and Experience	Mechanics <ul style="list-style-type: none"> • Ability to talk about AAG work in general and direct public to specific schedule officers as relevant
Competency Profile	
Competency	What it looks like
Core Behavioural Competencies	Good communication skills, positive work and team attitude, integrity, attention to detail, security & safety consciousness, negotiation skills, gender & child sensitivity, discipline, time consciousness, organisational loyalty, mutual respect, high ethical conduct and compliance with laid down regulations.