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| **Job Announcement****Position : Driver****Base : Khujand** |
| **Assignment**The Driver will work within the Logistics department of Operational Support structure, committed to provide reliable and compliant support to program activities in order to achieve efficient service to program beneficiaries. The driver will provide safe, transport services for program and support staff and adhere to all traffic and ACTED safety rules by following the transport guidelines required by the ACTED transport department. |
| Chain of Command Under the authority of:*Country Logistics Manager*  | Working RelationsInternal Relations:*Field program teams**Admin/HR Department**Finance Department**Coordination*  |
| **Functions****General principles*** + Wear proper clothes to appear in a good manner
	+ Never forgot that you are ACTED representative, and as such be always polite, professional and resourceful
	+ Always carry the mobile with you, so you can be contacted at any time during duty time or urgent matters need during vacation.
	+ Check that the Logbook and the mileage are matching
	+ Check that the Logbook is filled correctly (and signed) for the previous day
	+ When Drivers are informed about Pick and drop of ACTED staff/Guest at airports and borders, they need to make sure they have details such as:

- Full Name- Port of arrival (border/airport)- Arrival Means (car for border/Flight details for airport pickups)- Arrival Time- Pick up point* + Check that the Logbook is filled correctly (and signed) for the previous day
	+ Drivers must inform/record their movement in the Car Follow up. (car user/Destination/departure time/Arrival time)
	+ Assist in collecting quotations requested by Country Logistics Manager
	+ Participate in any necessary assistance requested by Country Logistics Manager

**Maintenance*** + Adjust the seat, mirrors and check safety belt
	+ During the handover of the car, check every day

The lights and indicatorsThe vehicle appearanceThe state of each tire (flat?)* + Check every week, on Monday:

The level of oilThe level of waterContent of the first aid kitState of the spare tireState of the extinguisher* + Make sure that the fuel is enough for your trip at least
	+ Report any malfunction to the logistician immediately in writing.
	+ Update daily the log-book for each trip (km start - km stop - hour departure time - hour arrival to destination) get it signed by Passenger.
	+ Ensure you have spare tire in a good condition (every evening)
	+ Ensure you have standard mechanical tools at your car, to maintain your car during a journey.

**Safety and Security*** + The safety of passengers is your main responsibility. Ask all of them to fasten their seat belt (including back seated passengers), before starting the vehicle
	+ Responsible to respect and obey Traffic Rule and Regulations.
	+ Respect the speed limits, and reduce the vehicle speed when you reach places like markets, schools, worship places, etc...
	+ Keep a reasonable distance between your vehicle and the one in front of you
	+ Respect traffic lights, and give priority in circles or after stop signs
	+ Respect the travel timing. It’s the driver’s responsibility to alert the passenger about the time needed for each journey. If the passenger is late, it’s NOT the driver responsibility to arrive on time
	+ Ensure you always carry Water bottles ( min. 3-4 litter for 2 person) when you need go to remote areas (borders.. or long journeys)
	+ You may need to remind the passenger that it’s not your fault in case being late
	+ Don’t ever leave the vehicle open and the keys inside, even for a short period of time
	+ Don’t allow strangers or unauthorized persons to use the vehicle
	+ Report any incident or accident immediately to the Logistician. Use the accident report to declare any accident
	+ After dropping a passenger, the driver is responsible to check that nothing was forgotten inside the vehicle
	+ Clean the vehicle by the end of the day
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| **Submission of application :**Interested candidates should send their resumes and cover letters to the following email address tajikistan.jobs@acted.org with “***Driver”*** in the subject line and submit ASAP the following items (in English):• A Curriculum Vitae (Not more than 2 pages) – mobile and email address included (word document).**Deadline : April 26, 2024**Acted is an equal opportunities employer. Acted offers a competitive remuneration and benefits package, including comprehensive medical insurance, and opportunities for regional and international travel, training and promotion. The position will be based in one of the two countries of operations, with the exact city and Acted office where the selected candidate will work to be mutually agreed.The position is foreseen and subject to the grant award from the donor.Acted has a zero-tolerance approach to sexual exploitation, abuse and harassment (SEAH). Please note that any candidate offered a job will sign the Code of Conduct, and related policies, as part of their work contract. Misconduct can lead to dismissal. |