



## **Job description**

**Job title:** Driver/Admin Assistant

**Job location:** Liberia

**Reports to:** Finance & Administrative Assistant

**Responsible for:** **Department:** Finance & Performance

## **Job purpose**

To drive staff in the office as well as visiting Sightsavers staff and consultants when necessary and to always ensure the maintenance and safety of all office vehicles and to perform clerical duties in support of the efficient running of the office.

## **Principal accountabilities:**

### **1. Driving 60%**

- Drive safely within the laws of (Country) at all times and with respect for other road users pedestrians
- Act as driver for Staff to carry out all official duties
- Pick Sightsavers staff to & from Airport where this service is not outsourced
- Drive Sightsavers vehicle as appropriate for official errands

### **2. Maintenance of Vehicles 20%**

- Check fuel, oil and water daily and fill up as necessary.
- Keep vehicles in a clean condition inside and outside.
- Check tyres, logbooks, tools, etc. and test drive each vehicle once a week.
- Undertake routine maintenance of vehicles, including simple repairs.
- Ensures vehicles are regularly serviced and advise the Financer & Administrative Assistant when servicing is required and/or when defects/ problems arise.
- Make sure all vehicles have reflectors, fire extinguishers, first aid box, etc. First aid boxes for the vehicles must be checked regularly to ensure that items used are promptly replenished.
- Lock up vehicles with security locks and/or alarms
- Keep a maintenance record of vehicles. e.g. replacement of major parts, tyres, batteries, body spraying, etc.

### **3. Office Errands 20%**

- Maintain liaison with officials of immigration and embassies for staff entry visa's and renewal of passports and work permits.
- Assist in picking up invoices for procuring logistics.
- Perform other duties as required.

### **Jobholder entry requirements - *the essential knowledge, skills and behaviours required***

#### **Knowledge (Education & Related Experience):**

1. High school diploma
2. 3-5 years driving experience
3. Experience with working with INGOs.

#### **Skills (Special Training or Competence):**

- Attention to detailed