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| **Title:**  | DRIVER ASSISTANT |
| **Generic Function:**  | SKILLED LABOURER |
| **Code:** | LB05103 |
| **Level:** | 2 | **(E)** |

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| **Position in the Organization** |
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| **Reports to (Hierarchical):** | (Specialised) Driver / Head of Drivers |
| **Reports to (Functional):** | (Specialised) Driver / Head of Drivers |
| **Job Family:** | Logistics and Supply |
| **Supervises (Function):** |  |

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| **Main Purpose** |
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| 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. |

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| **Accountabilities** |
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| * 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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| **MSF Section/Context Specific Accountabilities** |
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| **Requirements** |
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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) |
| **Languages**  | * Essential, local language.
* Desirable mission language
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| **Competencies** | * Commitment to MSF Principles **L1**
* Behavioural Flexibility **L1**
* Stress Management **L1**
* Results and Quality Orientation **L1**
* Teamwork and Cooperation **L1**
* Service Orientation **L1**
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This job description may be amended in line with the activities or evolution of the Mission.

By signing, the employee acknowledges that he/she has read, understood and accepted this document.

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| **Employee Name/ Surname** |  |
| **Place and date:** |  |

Signature of the employee:

*(To be signed in two copies, one for the employee and one for the employer)*

**MSF is a civil society initiative that brings together individuals committed to the assistance of other human beings in crisis. As such MSF is by choice an association.
 Each individual working with MSF does it out of conviction and is ready to uphold the values and principles of MSF.**