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 t**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.

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

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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