

Driver at Winrock International

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Company: Winrock International

Location: Ghana

Category: business-and-financial-operations

Making Advances to Eliminate Child Labor in More Areas with Sustainable Integrated Efforts (MATE MASIE)

Position Title: Driver

Reports to: Finance & Administration (F&A) Officer

Location: Kumasi, Ghana

Status Full time, Regular

BACKGROUND: Winrock International is a nonprofit organization that works with people in the United States and around the world to empower the disadvantaged, increase economic opportunity, and sustain natural resources. Winrock is implementing the Making Advances to Eliminate Child Labor in More Areas with Sustainable Integrated Efforts (MATE MASIE) project. The project is funded by the United States Department of Labor (USDOL) and will strengthen capacity, connections, and accountability across child labor enforcement and monitoring within cocoa cooperatives in Ghana and will build the capacity of cooperatives to support vulnerable member households directly and by linking their members with other service providers.

POSITION SUMMARY: The Driver will be responsible for providing project-related transportation for Winrock staff and visitors using the project vehicle. The anticipated duration of the position is approximately one year.

This is a local/national position and is not eligible for international allowances.

ESSENTIAL RESPONSIBILITIES:

Transport staff outside of Kumasi for field visits

Transport office and project-related items/equipment as needed

Meet visitors and staff at airport and assist with airport check-in and check-out as needed

Conduct daily vehicle basic maintenance checking wheel nuts, cleaning, greasing, battery terminals, etc.)

Run office errands as assigned by F&A Officer or Project Director

Maintain use of vehicle logbook at all times, recording information on each journey, including daily mileage, fuel consumption, oil changes, etc.

Report to the F&A Officer about vehicle conditions and maintain a schedule for vehicle service

Always adhere to Winrock's vehicle policy and government vehicle regulations and maintain accident reports, first aid kits, fire extinguisher, etc.

Report any traffic violations to F&A Officer

Drive responsibly, defensively, and reasonably at safe speeds and drive courteously and with due respect for the safety of other vehicles and pedestrians

Ensure that all passengers use seat belts at all times

Carry driver's license or other legally required documents when operating vehicle

Assist with photocopying, filing, and other office administrative tasks as needed

Support the HR & Admin Assistant in collecting quotes from vendors, especially those visiting Kumasi township

Assist with obtaining quotes for and procurement of spare parts for vehicle

Manage stocks of vehicle supplies and parts; maintain parts inventory

Other duties as assigned.

Qualifications:

Five years of experience

O`Level, Secondary School or Tertiary certificates or equivalent

Clean, valid driver's license

Local government certificate of a vision test

Basic mechanic skills

Computer knowledge (MS Word/Excel)

Experience working with international donor-funded projects

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