

Job Description Project Driver

Country	Somaliland
Project Holder	Ministries and Agencies
Project (s)	Various
Fund	Somaliland Development Fund Phase 2
IFA Title	Project Driver(s)
Duration	12 months renewable contract based on performance
IFA No.	P101-048

1. Background

The Somaliland Development Fund (SDF) was established in 2012 to provide a single vehicle through which development partners could support Somaliland's development goals. The first phase of the SDF was implemented in 2013-2018 and supported the Government of Somaliland (GoSL) filling a critical gap through funding projects that are fully aligned to the National Development Plan (NDP) while at the same time recognizing the role of GoSL in the delivery of basic services.

The Somaliland Development Fund – Phase 2 (SDF2) covers the period 2018-2023. SDF2 is conceived as an inclusive economic development programme. It supports the GoSL in delivering infrastructure that is relevant for inclusive economic development. It focuses on sustainable investments that spur job creation and fast growth, while at the same time laying the foundation for long-term resilience and development, leading to a more stable and peaceful Somaliland. SDF2's support is fully aligned with government priorities as defined in the National Development Plan 2 (NDP2) 2017-2021 and reflect the priorities set out in Somaliland Vision 2030.

The objectives of the SDF2 are threefold:

- Support increased inclusive economic growth through investment in productive, strategic infrastructure to enhance economic growth and revenue generation.
- Strengthen and maintain the capabilities of the government of Somaliland to prioritise and manage the sustainable and equitable development of Somaliland's infrastructure.
- Support strong government ownership of development priorities aligned with the National Development Plan.

2. SDF proposed projects

The SDF intends to allocate funds to various Ministries and Agencies, as Project Holder(s), for the implementation of multiple projects. The projects are expected to commence in February 2020 for a duration of 2 to 4 years depending on the project. The SDF Secretariat is therefore seeking the services of drivers for these projects. Depending on the project, the driver(s) will be based in Las Anod, Borama, Hargeisa, Erigavo and Maydh or any other project location. Please note that the awarding of the contract is subject to the condition of final approval of the project by the SDF Joint Steering Committee. If the precedent condition is not met, the SDF Secretariat will either abandon the procurement or cancel the award procedure without the candidates or tenderers being entitled to claim any compensation.

The Somaliland Development Fund Secretariat on behalf of the Project Holder(s) now invites applications from qualified drivers to apply for the above positions.

3. General description of the position

Working under the direct supervision of the Project Administrator (PA), the Project Drivers will be responsible for the following:

- General responsibilities;
- Provision of reliable and safe driving services; and
- Proper use of vehicle and day-to-day maintenance of the assigned vehicle.

4. Main responsibilities

a) General responsibilities:

- Conduct oneself in a professional manner; and
- Maintain SDF standards of ethics, safeguarding and integrity at all time.

b) Ensure **provision of reliable and safe driving services** by doing the following tasks:

- Drive the vehicle in a safe and controlled manner, with due care and attention, always obeying the rules of the road, in order to avoid accidents;
- Pay attention to, and respect the passengers and other road users at all times;
- Respect speed limits and adjust the speed according to traffic density, pedestrians along the road, load of the car and road conditions;
- Follow security protocol as set out in the drivers' guidelines;
- Ensure updated information on the security situation of the area is obtained from the SDF Security Officer;
- Drive the vehicle for authorized journeys only;
- Ensure all necessary travel documents are present at all time;
- Wear a seat belt at all times and ensure all other passengers do the same;
- Ensure that the first aid kit is present and complete inside the vehicle;
- Never answer telephone calls while driving;
- Never use narcotics, including khat, when driving the same day, or any medication that may impair driving ability;
- Have a decent sleep the night before travel;

- Report all accidents / incidents involving the vehicle or its passengers to the SDF Security Officer, Project Administrator, and Project Manager as soon as possible;
- Talk first at any roadblock or security check points. In the event of a problem, the mission leader should take over discussions; and
- When necessary, translate into local language for the non-local language speaking passengers in the car.

c) **Ensure proper use and day-to-day maintenance of the vehicle:**

- Ensure all equipment in the vehicle are well taken care of – spares, tools, first aid kit, water for longer trips;
- Keep the car clean (body, chassis, engine);
- Ensure vehicle is presented for services or repairs needed/schedules and notify the PA;
- Report any mechanical malfunction noticed in the vehicle to the PA and the SDF Security Officer;
- Conduct daily and weekly checks of the vehicle;
- Ensure fuel is taken from preapproved petrol stations only (fuel should not be taken elsewhere, except when there is no other choice and then only the amount necessary with permission from SDF Security Officer);
- Update the logbook on a daily basis;
- Prepare the vehicle in good time before departure (at least the day before), ensuring correct equipment for the specified location is present (e.g. toolkit, Thuraya phone), and all fuel tanks are full; and
- Load and offload the vehicle as it becomes necessary.

5. Performance evaluation and contract extensions

- The driver will be supervised by the Project Administrator and SDF Security Officer;
- The first 3 months of the assignment will be a probation period and contract extension will only be possible depending on satisfactory performance;
- Key performance targets will be agreed for the probation period and every six months after the probation period;
- Performance objectives and individual deliverables will be evaluated by the SDF Secretariat and the Project Manager every 6 months and contract extensions are based on satisfactory performance only. This will be signed off by both the Project Manager and the SDF Secretariat DTL – Operations.

6. Required Qualifications/Skills

- Have at least primary level of education;
- Have a valid driving license;
- Have basic motor vehicle mechanical skills;
- Have over 6 years of accident free driving experience, 3 of which must have been spent driving four-wheel drive manual gear vehicles;
- Have willingness to drive a project vehicle to all regions of Somaliland;
- Have ability to communicate in English;
- Have good interpersonal skills;
- Be culturally sensitive and good in character and integrity;
- Be respectful and flexible with working hours;
- Remain sober at all times; and
- Have participated in a First Aid Course – would be an added advantage.