

TITLE: Driver - Mogadishu	
TEAM/PROGRAMME: Support services; Supply Chain department	LOCATION: Mogadishu
GRADE: 6	CONTRACT LENGTH: One Year
CHILD SAFEGUARDING: <p>Level 3: the role holder will have contact with children and/or young people either frequently (e.g. once a week or more) or intensively (e.g. four days in one month or more or overnight) because they work in country programs; or are visiting country programs; ore because they are responsible for implementing the police checking/vetting process staff.</p>	
SCOPE OF ROLE: <p>The Driver is responsible for the safe operation of vehicles and the transportation of staff and supplies for Save the Children Somalia Programme. The role includes ensuring proper maintenance, cleanliness, and compliance with safe driving standards, managing fuel, and supporting logistics in accordance with SCI policies and procedures.</p> <p>Reports to: Supply chain Assistant</p> <p>Role dimensions:</p> <p>Save the Children operates across all zones in Somalia and currently has three main area offices and additional 11 field offices. Programmatically Somalia is a large Country Office with more than \$110million annual budget and staff over 650 staff.</p> <p>Staff reporting to this post: none</p>	
KEY AREAS OF ACCOUNTABILITY: <p>Driving and Maintenance</p> <ul style="list-style-type: none"> • Maintain vehicle logbook and fuel consumption documentation. • Prepare daily and weekly usage reports (mileage, trips, fuel consumption, expenditure). • Keep a valid driver's license at all times. • Organize the transport of supplies to designated locations. • Ensure timely refueling and proper fuel management. • Coordinate vehicle allocation with the supply chain team. • Keep vehicle documentation updated. • Update the movement whiteboard once plans are approved. <p>Control of Vehicles</p> <ul style="list-style-type: none"> • Ensure all vehicle journeys are authorized in advance. • Record all journeys in the logbook. • Keep keys and documents in a secure place when not in use. • Ensure all passengers wear seatbelts. • Complete waivers when transporting non-SCI staff. • Report accidents/incidents immediately and follow insurance procedures. • Report near misses promptly. <p>Vehicle Checks</p> <ul style="list-style-type: none"> • Conduct daily pre-use checks and file the checklist. • Verify vehicle tools and equipment when taking over. 	

- Monitor oil, water, tire pressure, brakes, and battery.
- Report defects or damages promptly.
- Supervise all maintenance and repair needs.
- Test communication equipment and maintain contact while in the field.

Cleanliness and Visibility

- Keep the vehicle always clean inside and outside.
- Adhere to SCI visibility protocols.

Other Duties

- Comply with traffic laws, SCI driver safety manual, and supervisor instructions.
- Maintain vehicle safety equipment (first aid kit, fire extinguisher, coms equipment).
- Work outside duty hours as required.
- Perform any other duties as assigned.

BEHAVIOURS (Values in Practice)

Accountability

- Holds self and others accountable for results and efficient use of resources.

Ambition

- Sets challenging goals, encourages development, and inspires others.

Collaboration

- Builds effective relationships, values diversity, approachable and supportive.

Creativity

- Encourages innovative solutions and calculated risk-taking.

Integrity

- Honest, transparent, and role models SCI value

QUALIFICATIONS, EXPERIENCE AND SKILLS

- Literacy and numeracy skills.
- Valid driving license.
- 3–5 years' professional driving experience, preferably with NGOs, UN, or similar organizations.
- Knowledge of basic vehicle maintenance.
- Prior experience in insecure field operations.
- Defensive driving and first aid training (added advantage).
- Good written and spoken English (basic level).
- Strong interpersonal and problem-solving skills.
- Willingness to work flexible hours and adapt during emergencies.
- Commitment to SCI values, principles, and rights-based approach.

Additional job responsibilities

The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience.

Equal Opportunities

The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures.

Child Safeguarding:

We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse.

Adult Safeguarding.

The post holder is required to carry out the duties in accordance with the SCI anti-harassment policy, all employees are also expected to carry out their duties in accordance with SCI protection from sexual exploitation abuse.

Health and Safety

The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures.

Diversity, Equity, and Inclusion,

At SCI, we uphold the principle of equal rights and opportunities for all our employees. In our commitment to fostering a more inclusive workplace and addressing gender gaps, we have implemented additional efforts aimed at supporting female qualified candidates: -

- Maternity leave (6 months)
- Annual Leave 30 working days
- 10% *gross salary. (female allowance)
- 1.5 flexible working hours for lactating mothers

Qualified candidates with disabilities are strongly encouraged to apply.