

## Global Alliance for Improved Nutrition

<b>Job title:</b>	Administrative Driver
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<b>Classification:</b>	Grade 1	<b>Direct reports:</b>	0
<b>Work location</b>	Abuja, Nigeria	<b>Travel required:</b>	30%

The Global Alliance for Improved Nutrition (GAIN) is a Swiss-based foundation launched at the UN in 2002 to tackle the human suffering caused by malnutrition. Working with both governments and businesses, we aim to transform food systems so that they deliver more nutritious food for all people. In particular, we aim to make healthier food choices more desirable, more available, and more affordable. GAIN's mission is to advance nutrition outcomes by improving consumption of nutritious and safe food for all people, especially the most vulnerable to malnutrition.

DESCRIPTION
<p><b>Overall purpose</b></p> <p>The Driver will support to provide driving services for GAIN Country office, they shall oversee the vehicle to facilitate movement of staff and maintain vehicle in line with GAIN Nigeria Vehicle Use Policy and according to other GAIN policies and procedures for effective project implementation.</p>
<p><b>Tasks and responsibilities</b></p> <ul style="list-style-type: none"> <li>• Maintain and ensure availability of all required documents/supplies including vehicle papers first aid kits, vehicle spare parts, etc. in line with Nigerian road and traffic laws</li> <li>• Ensure that the office directory, relevant maps, emergency contact information and other required documents are maintained in the assigned vehicle and kept up to date</li> <li>• Drive office vehicles for the transport of authorized personnel</li> <li>• Deliver and collect mail, support banking transactions, and deliver other documents and items to Offices/Embassies/Commercial Establishments/etc</li> <li>• Receive and transport official personnel and visitors at the airport</li> <li>• Ensure all immediate actions required by local traffic and road safety laws and all legal requirements are taken in case of involvement in accidents</li> <li>• Ensure vehicle and vehicle management comply with the GAIN Vehicle Use Policy</li> <li>• Ensure cost-saving by taking adequate care of the vehicle assets and driving responsibly</li> <li>• Provide inputs to preparation of the vehicle maintenance plans</li> <li>• Carry out day to day maintenance of the assigned vehicle including washing/cleaning and valeting</li> <li>• Ensure that the GAIN official vehicles are always in good working condition and project the image of a responsible organization</li> <li>• Make minor repairs and decide for major repairs</li> <li>• Change oil, check tires, lights horn, clutch and brakes and carry out other regular checks as detailed in the Vehicle Use Policy</li> <li>• Complete daily, weekly, monthly, and routine checks</li> <li>• Complete vehicle logs for every journey</li> <li>• Advise on the road worthiness of vehicles</li> <li>• Always maintain recommended fuel level in vehicles</li> </ul>

## Global Alliance for Improved Nutrition

- Assist office staff in filing, photocopying, and maintaining required records
- Assist in the mailing and distribution of publications and payments of bills, as required
- Carry out any other tasks as required by the Head of Operations

### Key organisational relationships

- Supports and be an active member of the Operations team
- Reports to the Finance & Administration Officer
- Regularly interfaces with the bank for payment, partners, and stakeholders to disseminate parcels
- Works closely with support staff

## JOB REQUIREMENTS

### Competencies

- Proven knowledge of Abuja routes and States of project Implementation
- Experience of, and skill in basic MS office and computer applications
- Experience of stakeholder, partner, and guest management
- Highly organized and respectful person
- Flexible, goal oriented and willingness to travel in challenging environments
- Strong communication skills in multicultural environment

### Experience

- Demonstrated driving work experience in both private and NGO sector

### Education

- Minimum of National Diploma level degree from any recognised institution.

## WHAT GAIN OFFERS

- Flexible working hours
- Friendly working environment
- Professional development opportunities