



TERMS OF REFERENCE DRIVER

Health for All is a Swiss Agency for Development and Cooperation project implemented by the Swiss Tropical and Public Health Institute, Basel, in collaboration with the HAP Center in Albania. Its overall goal is that the Albanian population benefits from better health due to improved Primary Health Care services.

Purpose of the position:

The driver's position is a position near the HAP Center. The driver will support the HAP Center team, in accordance with the responsibilities and competencies required below:

Duties and Responsibilities

The Driver will provide reliable and safe driving services ensuring high accuracy of work. In more details, the incumbent will perform the following duties:

- Provides reliable and safe driving of the assigned project vehicle for the transport of authorized personnel of HAP Center and experts when required; follow strictly all rules and regulations in relation to the use and management of HAP vehicles as provided by the HAP Operations Manual;
- Advice and fully bear the responsibility on the most optimal road itinerary to/from the travel destination; be prepared to travel throughout the project areas when required in extended periods away from the duty station and work outside normal hours when required;
- Ensure that the assigned vehicle is parked in the authorized safe parking places;
- Ensures proper day-to-day maintenance of the assigned vehicle including checks of the car engine, battery, oil, brakes, spark plugs, water and electrolyte levels, petrol consumption, tire pressures and general road worthiness, arrangements for major repairs, timely changes of oil/filters, car washing, etc.;
- Ensures cost-savings through proper use of vehicle through accurate maintenance of daily vehicle logs;
- Ensures availability of all the required documents/supplies including vehicle insurance, tax payments, vehicle logs, daily mileage, fuel consumptions, office directory, map of the city/country, first aid kit, necessary spare parts in the assigned vehicle; ensures that steps required by rules and regulations are taken in case of an accident;
- Collects and delivers mail, documents or other items; and performs any other duty as may be assigned by the supervisor.

Competencies

- Knowledge of traffic rules and regulations and skills in minor vehicle repairs.
- Good knowledge and practice of maintenance daily vehicle logs in accordance with the HAP rules;
- Ability to approach the work with energy and with a positive, constructive attitude;
- Ability to remain calm, in control and good humor even under pressure;
- Excellent interpersonal/communication skills.

Desired additional skills and competencies

- Previous work with international organizations;
- English knowledge.



Required Skills and Experience

Education:

- Secondary education completed;

Experience:

- At least 5 (five) years of professional driving experience and safe driving records;

Professional Certificates

- Valid driving license (category B)

Contract Duration

- 10 months with possibility of extension

The interested applicants must submit the following documents:

- 1- The updated CV, demonstrating at least 5 (five) years of professional driving experience and safe driving records
- 2- Copy of the valid driving license and relevant diploma (secondary education and/or university degree)
- 3- Two signed references including name, contact email address and phone number of the referees.

The above documents must be delivered within **10th of May 2022, 4pm**, in sealed envelopes and with clearly marked "**Job Announcement - Driver**" to the below address:

HAP Centre

Rruga Themistokli Gërmenji

Pallati Helios, Kati II, Ap.5

Tirane, Shqipëri

Note: The short-listed applicants will be informed within the 20th of May 2022 regarding the other steps of the recruitment process.