

Driver



Summary

Nascent Solutions is recruiting Drivers with safe and clean driving records for its McGovern-Dole Food for Education project in Central and Southern regions of Malawi. The Drivers will work under the supervision of the Administrative Assistant and will be responsible for driving and maintaining the office vehicles.

Location:	Lilongwe and Blantyre
Type of Employment:	Salaried, full-time
Reporting:	Reports to Nascent's Administrative Assistants

Duties and Responsibilities

- Ensure that cleanliness and technical functioning of the vehicles.
- Ensure security of vehicles when out on filed vision or out of the office premises
- Use route navigation apps where applicable to carry out official errands
- Ensure respect of Nascent's driving and security policy as well as national traffic regulations;
- Transport office staff and partners in a professional manner
- Support in office errands
- Ensure routine maintenance of the vehicles
- Fill in vehicle log book on a daily basis
- Provide monthly report on state of vehicle
- Perform any other tasks assigned by the supervisor.

Qualifications and Skills:

- A minimum level of secondary education.
- Holder of Category B or D driver license
- At least three (5) years experience in the same position
- Experience working with international NGOs.
- Dynamic and humble with excellent organizational skills
- Knowledge of the terrain where applying will be indispensable
- Proactive
- Willingness to work during weekends and at night as the need arises
- Cleanliness
- Knowledge of vehicle maintenance
- Ability to speak English

How to Apply

To apply, please submit a cover letter, CV, and salary requirements to recruitment@nascents.org. **Please include “Driver- Malawi” in the email subject line.** CVs without cover letters will not be considered. Malawi nationals are highly encouraged to apply. Please note that only shortlisted candidates will be contacted. Closing date for applications is **October 18th, 2019**.

About Nascent Solutions

Nascent Solutions (Nascent) is a Virginia-based 501(c)(3) non-profit international development organization. Its mission is to enable vulnerable people, especially women and children in rural Africa, to develop skills for self-sufficiency. The organization’s areas of focus are food security and nutrition, health, education and skills development, and gender equity.