

JaRco Consulting is an African development consulting firm based in Addis Ababa, Ethiopia, specializes in qualitative and quantitative research; design of monitoring and evaluation systems; and provision of training and capacity building and technical assistance and implementation support across a wide range of sectors to leading international donors and partner agencies. We are dedicated to improving evidence-based interventions and programs for the well-being of individuals and communities, with particular focus on the most vulnerable in Ethiopia and throughout Sub-Saharan Africa.

**Job title : Driver**

**Number required : 3**

**Term of employment: One year contract with possibility of extension**

**Duty station: Addis Ababa**

**Salary: Attractive and Negotiable**

**Duties and responsibilities**

- Ensure timely conveyance of staff and materials to and from places as instructed by supervisor or the manager
- Ensure that vehicles are kept perfect and clean at all times by washing both the inside and outside parts of the vehicle
- Carry out routine checks on vehicles and ensure they are sound
- Recognize electrical and mechanical faults and report to the dispatcher or supervisor
- Report any instance of mishap or accident to the dispatcher or supervisor
- Perform periodic maintenance on vehicles, such as checking coolant, checking batteries and motor oil at appropriate time, as well as refueling the car(s).
- Report any case of accident, injury or damage of vehicles to the dispatcher or supervisor
- Keep all records, including receipts for vehicle maintenance and fuel
- Keep up a travel log to record areas travelled to, travel time, and work hours

**Desired Qualification**

- Having 3rd grade driving license and above; or equivalent
- Minimum of 5 years of relevant work experience preferably in an International NGO.
- High School Complete or Diploma graduate in Auto mechanics preferable, but not a requirement
- Valid certificate of experience and qualification

**Knowledge, Skill and Abilities:**

- Able to communicate in Amharic, both verbal and written.
- Ability to communicate in English
- Very good Interpersonal skill
- Willing to travel outside his/her base/duty station

Interested and qualified applicants should submit their cover letter, CV and other relevant documents via [hresource@jarco.info](mailto:hresource@jarco.info) email address before December 10, 2018.