

## **Job Description Project Driver**

<b>Country</b>	Somaliland
<b>Project Holder</b>	Hargeisa Water Agency, Ministry of Livestock and Fisheries Development, and Ministry of Education and Science
<b>Project (s)</b>	Various
<b>Fund</b>	Somaliland Development Fund Phase 2
<b>IFA Title</b>	Project Drivers – 4 positions (1 – Maydh, 1 – Las Anod, and 2 – Hargeisa)
<b>Duration</b>	12 months renewable contract based on performance
<b>IFA No.</b>	P101-015

### **1. Background**

The Somaliland Development Fund (SDF) was established in 2012 to provide a single vehicle through which development partners could support Somaliland's development goals. The first phase of the SDF was implemented in 2013-2017 and supported the Government of Somaliland (GoSL) filling a critical gap through funding projects that are fully aligned to the National Development Plan (NDP) while at the same time recognizing the role of GoSL in the delivery of basic services.

The Somaliland Development Fund – Phase 2 (SDF2) covers the period 2018-2023. SDF2 is conceived as an inclusive economic development programme. It supports the GoSL in delivering infrastructure that is relevant for inclusive economic development. It focuses on sustainable investments that spur job creation and fast growth, while at the same time laying the foundation for long-term resilience and development, leading to a more stable and peaceful Somaliland. SDF2's support is fully aligned with government priorities as defined in the National Development Plan 2 (NDP2) 2017-2021 and reflect the priorities set out in Somaliland Vision 2030.

The objectives of the SDF2 are threefold:

- Support increased inclusive economic growth through investment in productive, strategic infrastructure to enhance economic growth and revenue generation.
- Strengthen and maintain the capabilities of the government of Somaliland to prioritise and manage the sustainable and equitable development of Somaliland's infrastructure.
- Support strong government ownership of development priorities aligned with the National Development Plan.

### **2. SDF Funded Project to be supported**

The SDF has allocated funds for implementation of, among others, the following three projects:

- a) Hargeisa Water Agency: Construction of the Hora Hadley – Geedoble Wellfield Collector in Maroodijeh region;
- b) Ministry of Education and Science: Recurrent Costs for Dayaha and Las Anod Secondary Boarding Schools;
- c) Ministry of Livestock and Fisheries Development: Construction of Maydh Jetty in Sanaag region.

The SDF Secretariat is therefore seeking the services of four drivers for the above projects as follows:

<b>Ministry/Project</b>	<b>Location</b>	<b>Driver(s)</b>
Ministry of Livestock and Fisheries Development transition project – Construction of Maydh Jetty	Hargeisa	1
	Maydh	1
Hargeisa Water Agency – Construction of Hora Hadley – Geedoble Wellfield Collector	Hargeisa	1
Ministry of Education and Science – support to running of the Las Anod Secondary School	Las Anod	1

### **3. General Description of the Role**

Working under the direct supervision of the Project Administrator, the Project Drivers will be responsible for the following:

- Provision of reliable and secure driving services;
- Proper use of vehicle and day-to-day maintenance of the assigned vehicle;
- Ensure safety of the passengers and the vehicle;
- Other miscellaneous assigned duties.

### **4. Main Responsibilities**

- a) Ensure provision of reliable and safe driving services by doing the following tasks:
  - Drive the vehicle in a safe and controlled manner in order to avoid accidents;
  - Drive the vehicle with due care and attention, always obeying the rules of the road
  - Pay attention and respect the passengers and other road users at all times;
  - Respect speed limits and adjust the speed according to traffic density, pedestrian along the road, load of the car and road conditions;
  - Follow security protocol as set out drivers guidelines;
  - Drive the vehicle only for authorised journeys only; and
  - Avoid answering telephone calls while driving.
- b) Ensure proper use and day today maintenance the of vehicle:
  - Ensure all equipment in the vehicle are well taken care of - spares, tools, first aid kit, water if longer trips;
  - Keep the car clean (body, chassis, engine);
  - Ensure vehicle is presented for services or repairs needed and notifying the supervisor;

- Report any mechanical malfunction noticed in the vehicle to the PA and the SDF transport focal point;
  - Conduct daily and weekly checks of the vehicle;
  - Ensure fuel is taken from preapproved petrol stations only; fuel should not be taken elsewhere, except when there is no other choice and then only the amount necessary with permission from SDF transport focal point;
  - Responsible for the update and follow up of the logbook;
  - Ensure that the first aid kit is present inside the vehicle;
  - Prepare the vehicle in good time before departure (the day before), ensuring correct equipment for the specified location is present, toolkit, Thuraya phone, and all fuel tanks are full;
  - Ensure all necessary travel documents are present at all time;
  - Adapts speed according to road conditions; and
  - Load and offload the vehicle as it becomes necessary.
- c) Ensure safety of the vehicle/passengers:
- Never use narcotics including Khat when driving the same day, or any medication that may impair driving ability;
  - Ensure update information on the security situation of the area is obtained from the SDF Security Officer;
  - Have a decent sleep the night before travel;
  - Ensure wearing of seat belt and to make all other passengers do the same;
  - Talk first at any road block or security check points. In the event of a problem, the mission leader should take over discussions; and
  - Report all accidents/ incidents involving the vehicle to the Project Administrator, SDF Security Officer and Project Manager as soon as possible.
- d) Other miscellaneous:
- When necessary, translates into local language for the non-local language speaking personnel using the car; and
  - Conduct self in a professional manner and maintain SDF standards of ethics and integrity.

## **5. Performance evaluation and contract extensions**

- The first 3 months of the assignment will be a probation period and a contract extension will only be possible depending on satisfactory performance;
- The driver will be supervised by the Project Administrator and SDF Secretariat Transport Focal Point;
- Key performance targets will be agreed for the probation period and every six months after the probation period;
- Performance objectives and individual deliverables will be evaluated by the Project Administrator and SDF Transport Focal Point every 6 months based on predefined performance targets and contract extensions are based on satisfactory performance only. This will be signed off by both the PA and the SDF Secretariat DTL – Operations.

## **6. Required Qualifications, Skills and Experience**

- At least primary level of education;
- Have a valid driving license;

- Basic motor vehicle mechanical skills would be an advantage;
- Over 6 years of accident free driving experience, 3 of which must have been spent driving four-wheel drive manual gear vehicles;
- Willingness to drive a project vehicle to all regions of Somaliland;
- Ability to communicate in English;
- Good interpersonal skills;
- Be culturally sensitive and good in character and integrity;
- Respectful and flexible with working hours;
- Remain sober at all time;
- First Aid Course would be an added advantage.