# LB05103
# DRIVER ASSISTANT

**Level 2**

## Reports to (Hierarchical)
(Specialised) Driver / Head of Drivers

## Reports to (Functional)
(Specialised) Driver / Head of Drivers

## Job Family
Logistics and Supply

## Main Purpose
Carrying out tasks according to **MSF** standards and procedures and to the driver's instructions in order to ensure proper functioning and running of assigned vehicle.

## Accountabilities
- Performing tasks by assisting the driver in performing his duties. This includes but are not limited to the following:
  - Assisting the driver in daily and weekly checks of the technical conditions of the assigned vehicle (state of the tires, oil, fuel, brakes, radio equipment, spare parts, etc.) according to **MSF** protocol (logbook) as well as in refilling vehicle when necessary, and keeping it clean to ensure it can be driven in perfect conditions.
    - Assisting the driver while driving, as co-driver
    - Assisting logistics department for any related work needed
    - Assisting the driver in supervising loading
    - Assisting the driver in ensuring all passengers have all necessary papers in order before travelling, and ensuring non MSF staff sign disclaimers of responsibility before using the vehicle
    - Assisting the driver in performing basic roadside repairs if needed
- Knowing how to use all types of radios, codes, call numbers and radio alphabets by heart and communicates with base according t**MSF** communications policy to inform the driver's position and any potential implications
- Knowing and respecting the security rules related to vehicle movements, specifically those related to customs, checkpoints and roadblocks. Ensuring all passengers know and respect the security rules
- Informing the line manager of any incident involving the transportation of passengers or goods.

## Education

- Essential literacy and driving license. Good knowledge of country roads
- Desirable diploma on mechanics or related technical training. Desirable driving license for applicable vehicles

## Experience

Desirable experience with specific vehicles to use (boat, truck, other)

## Language Level Description
## A2  Basic User
## Waystage or elementary

- Can understand sentences and frequently used expressions related to areas of most immediate relevance (e.g. very basic personal and family information, shopping, local geography, employment).
- Can communicate in simple and routine tasks requiring a simple and direct exchange of information on familiar and routine matters.
- Can describe in simple terms aspects of his/her background, immediate environment and matters in areas of immediate need.

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