

	<b>KICK4LIFE TRUST JOB DESCRIPTION</b>	Last update: January, 2019
---	--	-------------------------------

Position	Driver (Part-time)
Department	Operations
Line Manager	Operations & Programs Director

**Objective**

1. Transport staff to and from locations as necessary, according to the highest safety standards
2. Keep detailed records of vehicle use, including mileage, registration expiry dates and maintenance dates
3. Oversee and implement the preventative maintenance of all vehicles in the Kick4Life fleet
4. Enforce that all staff, volunteers, beneficiaries and players make use of the vehicles in a responsible manner, according to Kick4Life policies and procedures
5. Ensure all Kick4Life vehicles are kept clean at all times
6. Ensure timely payment of monthly fuel bills
7. Provide advice to management on systems improvements to cut costs and inefficiencies and increase performance
8. Transport Academy Scholars to and from activities as dictated by Academy management
9. Assist the Academy staff in caring for Academy student-athletes, occasionally acting as the main supervising staff
10. Adhere to and enforce Kick4Life Health and Safety policies and procedures at all times, including but not limited to: the Child Protection Policy, the Code of Conduct and the Procurement policy

**Main Accountabilities**

**1. Area 1: Driving & Operations**

- 1.1. Transport staff to and from locations as necessary, according to the highest safety standards.
- 1.2. Transport Kick4Life materials to and from locations as necessary, observing the highest safety standards.
- 1.3. Transport beneficiaries to and from activities as directed by Academy management.
- 1.4. Assist the Academy staff in caring for Academy beneficiaries, occasionally acting as supervising staff.

**2. Area 2: Administration & Procurement**

- 2.1. Ensure timely payment of monthly fuel bills by organizing receipts and filing in relevant finance forms.
- 2.2. Provide advice to management on systems improvements to cut costs and inefficiencies and increase performance.
- 2.3. Carry out administrative operations and procurement tasks, as requested by management in relation to fleet management.
- 2.4. Contribute to monthly and quarterly operations reporting, as requested.

**3. Area 3: Maintenance**

- 3.1 Oversee and implement the preventative maintenance of all vehicles in the Kick4Life fleet.
- 3.2 Perform minor car repairs and maintenance and advise on larger maintenance needs of each vehicle.
- 3.3 Ensure all Kick4Life vehicles are kept clean at all times.
- 3.4 Keep detailed records of vehicle use, including mileage, registration expiry dates and maintenance dates.

**4. Area 4: Health & Safety**

- 4.1. Adhere to and enforce Kick4Life Health and Safety policies and procedures at all times, including but not limited to: the Child Protection Policy, the Code of Conduct and the Procurement policy.
- 4.2. Enforce that all staff, volunteers, beneficiaries and players make use of the vehicles in a responsible manner, according to Kick4Life policies and procedures.
- 4.3. Ensure that Kick4Life vehicles are only used for organizational purposes as outlined by management.



KICK4LIFE TRUST  
JOB DESCRIPTION

Last update:  
January, 2019

**Qualifications and Experience:**

Essential:

- Minimum COSC or equivalent qualification
- Public Driving Permit / Licence
- Clean and valid Driver's Licence
- Clean accident record
- No criminal record
- 5 years minimum professional driving experience in similar setting
- General knowledge of vehicle operating system

Desirable:

- Experience working in the NPO/NGO sector as a professional driver
- Mechanic experience

**Work Based Skills and Competencies:**

Essential:

- Full proficiency in English, both written and spoken
- Computer literate with strong MS Word skills
- Good attitude, flexible, active, well-organised, independent and service-minded
- Good interpersonal and communication skills
- Shows initiative and willingness to learn and adapt
- Ability to manage and procure supplies and equipment

Desirable:

- Ability to liaise with multi - disciplinary teams
- Strong MS Excel skills
- Alignment with the Kick4Life Values: Integrity, teamwork, ownership, people-focus and excellence

**How to Apply:**

If you meet the requirements and are motivated to work helping others in a multicultural environment, please send a CV and Cover Letter explaining your motivation and fit for the role to [hr@kick4life.org](mailto:hr@kick4life.org). Please note that Kick4Life accepts email applications only.

**Closing Date of applications is 1<sup>st</sup> February 2019 by 12:00 pm**

***If you have not heard from us within two (2) weeks of the closing date, please consider your application to be unsuccessful. Remember, we will only contact applicants who have been shortlisted for interview and will not be able to provide feedback to those who have not been shortlisted, due to the sheer volume of applications.***