

FemiliPNG

care. support. change.

Job Title: Driver/Logistic Assistant Officer

Objective: To support the project in terms of transportation, monitoring of the day to day security and in carrying out purchase requirements to ensure the efficiency and timely intervention to survivors.

Report to: Program Manager

Location: Goroka, Eastern Highlands Province

Qualification:

1. Grade 12 Graduate
2. Defensive driving skills and a holder of class 3 or 6 license.
3. Knows how to drive manual and auto vehicles.
4. Demonstrate dependability and self-motivation.
5. Read, write, comprehend and communicate clearly in English.
6. Maintain high level of integrity and reliability.
7. Demonstrate organisational and analytical skills.
8. Exhibit leadership skills.
9. Knowledge in car maintenance.
10. Culturally sensitive.
11. Good understanding on the issue of Family and Sexual Violence survivors.

Responsibilities:

Project Driver:

- Responsible for operating the organization's car and carrying out courier functions.
- Keep vehicle well maintained, free from damage, in acceptable condition and clean.
- Maintain car log book and do the mileage recording daily.
- Ensure that the vehicle is in safe and proper condition prior to use.
- Ensure that the GPS tracking device is online and on track by the security provider.
- Operate vehicle and its equipment in a safe and responsible manner.
- Report any vehicle damage or mechanical malfunctions in a timely manner, complete and submit incident report.
- Maintain an excellent driving records and ensure unexpired license at all times.
- Ensure all car documentation are intact and in secure place.
- Follow the security procedure in all car movements.

Security and Safety:

- Liaise with Fleet Manager on security issues.
- Monitor and assess the security situation on the day to day basis and liaise with Operations

- Director or person in-charge of the project.
- Provide security briefing to project visitor.
- Assist in screening office visitor and clients.
- Ensure safety and security of passengers and items that are entrusted for delivery and pick-up.

Logistic and supplies:

- Responsible for acquiring quotations for office supplies, donation to partners and client stocks.
- Ensure all purchases are in accordance to organization's policy i.e. 3 quotations required for item worth more than K 3000.00
- Check all purchase delivery, ensure that all goods are in good condition and the right items during the reception.
- Create and maintain logistic records of purchase request, purchase orders, quotes and current stocks for monitoring and reporting.
- Prepare purchase order (PIDF) for approval purposes.
- To do a regular physical check and maintain electronic inventory of the organization's fixed assets.
- Liaise with Admin/Assist on the petty cash and financial matters when carrying out purchases.
- Ensure that hygiene, cleaning, client's food, and office supplies are adequate.

General duty:

- Submit monthly report on security, supplies and organisational fixed assets.
- Dress in a professional and appropriate appearance.
- Respect and maintain the relationship of trust required to obtain a high level of security access to offices, home and properties of the organization and other colleagues.
- Work extra/overtime hours as needed according to client's need and staffs workload.
- Adhere on the confidentiality policy, organisational policies.
- Other duties as assigned by the supervisor.

HOW TO APPLY?

Your application should include your resume with contact details of three referees, cover letter explaining how you meet the position criteria, and a copy of your recent police clearance and vaccination card.

Applications can be addressed to Femili PNG HR, P.O Box 616 Lae, Morobe Province, and e-mail to our HR Manager at recruitment@femilipng.org

For more information, email us at info@femilipng.org

Applications closes on Tuesday, 8th October 2024.

You can download the full job description on our website: www.femilipng.org

Femili PNG is committed to the protection of children and our recruitment procedures reflect this. Femili PNG is committed to fostering an inclusive work environment for all people and encourages applications from people with a disability.