Driver

PD Office Togo
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About CBM

CBM (registered as CBM Christoffel-Blindenmission Christian Blind Mission e.V.) is an international development organisation committed to improving the quality of life of persons with disabilities in the persons communities of the world. Based on our Christian values and more than 100 years of professional expertise, we address poverty as a cause and a consequence of disability. We work in partnership to create an inclusive society for all.

To reinforce our programme team, we are looking for a driver to provide chauffeur service and carry out required and safe driving service to the programme and country office team.
This is a position with 40h/week, and only filled locally with Togo contractual conditions. An expatriation is not intended.

These are your responsibilities

- Organize daily errands and ensure in a safe and responsible manner;
- Support the project coordination team in local purchases, in accordance with CBM rules and procedures;
- Check and update various formal and non-formal papers of the project vehicle (carte grise, carte d'exportation temporaire, assurance, visite technique);
- Follow up maintenance and repair schedule;Assist with the logistics during conferences, training and workshops;

- Make sure that oil, water, brake, brake fluid, tire pressure, water in batteries, headlights, brakes, body impacts, etc. are checked monthly or after every 5000 km;
- Assume responsibility for the validity and integrity of the vehicle papers, the daily maintenance of the logbook and the recording of monthly maintenance;
- Report maintenance needs and perform minor repairs;
- Create and maintain a complete and reliable filing system for desk operations;
- Produce a monthly fuel and maintenance report.

These are your qualifications

- A-level in academic degree and undergraduate; tailor-made training in logistic and safety and security.
- Minimum five years' experience in a similar position within a reputable organisation, preferably a development organisation.
- Driving National and international license.
- Effective interpersonal and communication skills.
- Ability to prioritise tasks efficiently and meet critical priorities.
- Ability to proactively anticipate any potential issues regarding security and submit appropriate recommendations to address them.
- Acceptable level of professionalism, maturity and integrity when dealing with sensitive information and issues.
- French professional proficiency (mandatory), English working knowledge (required).
- Ability to work in a multi-cultures environment.
- Reflect CBM values in daily work.
- Demonstrated experience in MS Office Packages (Outlook, Word, PowerPoint, Excel) and research security information skills.

What we offer

- A meaningful position with a lot of creative freedom in the world's leading organisation in the field of Disability Inclusive Development.
- A fair salary and other social benefits based on the local conditions in the country you apply for.
- An approachable, agile organisation with self-reliant people in a diverse and collegial team and great team spirit.

How to apply

Please apply exclusively online via our applicant portal (see APPLY NOW).
A letter of motivation, CV and relevant (work) references complete your application.

We look forward to receiving your application!
Your contact person: Mr. Komlan Edem Missihoun.

We would like to further promote diversity in our teams and therefore welcome applications from people of different ethnic and social backgrounds, religions and world views, different ages and genders, and especially from people with disabilities.

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