

## Job description: Driver, Ethiopia

Job Title: Driver, Ethiopia

Location: Jigjiga, Ethiopia

Reporting to: Finance Officer, Ethiopia

Duration: Fixed term contract until 31 December 2026

Salary & Benefits: Annual Gross salary £5,400.00 including employer pension contribution

### Conciliation Resources

Conciliation Resources (CR) is an international organisation committed to stopping violent conflict and creating more peaceful societies. We work with people impacted by war and violence, bringing diverse voices together to make change that lasts. For over 25 years, we have been making peace possible. We provide practical support to help people affected by violent conflict achieve lasting peace. We draw our shared experiences to improve peacebuilding policies and practice worldwide.

Conciliation Resources has been active in the Horn of Africa since 2012. Our work predominantly focuses on Ethiopia and Kenya and to a lesser extent Somalia. We have locally-based staff in Kenya and Ethiopia as well as a local office in Jigjiga in the Somali regional state of Ethiopia. CR is registered as an international NGO in Ethiopia and Kenya. The Horn of Africa programme is committed to long term presence and supporting peacebuilding and conflict transformation in the region in collaboration with national, sub-national and local governments, civil society and communities. We would also like to develop the programme to meet new demands working with new partners in new areas.

### Job purpose

The Driver is responsible for providing safe, reliable, and professional transportation services to CR staff, consultants, and guests. The role ensures that assigned vehicles are maintained in a clean, roadworthy condition and operated in full compliance with CR policies, local traffic laws, and safety regulations, while upholding high standards of professionalism, courtesy, and accountability.

### Specific responsibilities and tasks

- Provide safe, timely, and efficient transportation services to CR staff, consultants, and guests in line with Conciliation Resource policies and procedures.
- Ensure the assigned vehicle is clean, well maintained and ready for use at all times.
- Conduct daily pre-departure checks to confirm the availability and condition of fuel, water, oil and other essential vehicle requirements.
- Carry out minor vehicle maintenance and promptly report mechanical issues; coordinate scheduled services and repairs as required.
- Ensure all vehicle documentation including insurance, registration, vehicle logbook, first aid kit, fire extinguisher, and valid driving licence are available, valid, and up to date at all times.
- Accurately record all vehicle movements into the logbook and obtain passenger signature for each trip.
- Ensure that only authorised personnel use the CR vehicle(s) and obtain prior approval for the transportation of any non-CR passengers.
- Adhere strictly to CR policies and procedures on incident and accident reporting.
- Provide administrative support during workshops and events, including transportation of participants, coordination of venues, and general logistical support.

- Support the administration team with procurement-related transport and delivery of local supplies as required.
- Practice safe and defensive driving at all times and report accidents or incidents promptly to the line Manager and the relevant local police/traffic authorities.
- Treat all staff, guests and stakeholders with respect, discretion, and courtesy at all times.
- Perform any other duties consistent with the role and the post-holder's skills and expertise as assigned by the line Manager.

### **Person specification**

#### **Essential knowledge, skills and experience**

- A minimum of Primary School Education
- Valid Grade 3, Automobile or higher licence
- At least three (3) years proven experience driving 4WD vehicles within humanitarian organisations/UN agencies, or similar environments.
- Basic mechanical knowledge, including routine vehicle checks, minor repairs, and ability to identify driving, and basic vehicle repair and maintenance.
- Demonstrated knowledge of safe driving practices, national traffic laws and regulations, defensive driving.
- Experience with vehicle logbooks, fuel consumption tracking, and adherence to fleet management procedures.
- Ability to follow security protocols, risk assessment, and movement procedures during field missions.
- Excellent communication skills and ability to work effectively as an active team player.
- High level of integrity, reliability, and professionalism, including respect for confidentiality and organizational policies.
- Ability to work under pressure, manage long hours, and adapt to changing field conditions.
- Fluent in Somali; knowledge of additional local languages is an added advantage.

#### **Desirable knowledge, skills and experience**

- Conversational English
- Defensive driving skills

**Please note: applicants must have the right to live and work in Ethiopia, specifically Jigjiga.**

### **Mode of delivery of applications**

Email covering letter-typed, CV and all copies of certificates and driving licence to [recruitment@c-r.org](mailto:recruitment@c-r.org)