



Terms of Reference

Position:	Driver
Location:	Razavi Khorasan and South Khorasan, Iran (with Travel to field where RI operates when required by supervisor)
Duration:	1 year with possible extension (including 3 months probation period)
Reports to:	Head of Office and SCO Officer
About RI:	Relief International is a leading nonprofit organization working in 15 countries to relieve poverty, ensure well-being and advance dignity. We specialize in fragile settings, responding to natural disasters, humanitarian crises and chronic poverty. Relief International combines humanitarian and development approaches to provide immediate services while laying the groundwork for long-term impact. Our signature approach – which we call the RI Way—emphasizes local participation, an integration of services, strategic partnerships and a focus on civic skills. In this way, we empower communities to find, design and implement the solutions that work best for them. Relief International includes the four corporate members of the RI Alliance: RI-US, RI-UK, MRCA/RI-France and RI-Europe. Under our alliance agreement, we operate as a single, shared management structure. In addition, RI has country offices registered as affiliates of one of the alliance members in an additional 15 countries.
Position Summary:	Under the supervision of the Head of office and day to day guidance of SCO Officer, He/she provides fleet and administrative support to RI operations. The role has a country focus and ensures compliance to RI procedures and guidelines within the country. Attention to details and a positive attitude is a must. The right person is punctual, thorough but fast and eager to learn.

Position Responsibilities and Duties:

Driving/transportation

- Keep a schedule of planned journeys to support program and support teams,
- Ensure the logbook of all journeys is being completed,
- Maintain the vehicle logbook properly filled out with fleet information submitted to the supervisor on a weekly basis as well as maintenance and making sure it is signed properly by the user and authorizing officer
- Ensure vehicle is in safe working order and all staff wear seatbelts
- Drive safely the vehicles for the transport of authorized personnel. This includes all legal standards and all RI standards for safe driving are met
- Keep the vehicle clean both internally and externally.
- Comply with RI Code of Conduct and other rules and regulations.
- Ensure that the vehicle complies with the Minimum Operating Security Standards
- Take care of the day-to-day maintenance of assigned vehicle, check oil, water, battery and brakes.
- Needs to be ensure about the cleanness/neatness of the Vehicle, sufficient gasoline, windows clean and the car is properly functional.
- Log official trips, daily mileage, gas consumption, oil changes and greasing, whenever asked

Administrative Support

- Meet officials at the airport and facilitate immigration and customs formalities as required.
- Welcoming guests, greeting visitors, accompanying guests from reception
- Collect and deliver mail, documents, and other items.
- Assist Operation Unit with receipt of goods, handling, moving, packing and counting
- Assist with office supply purchases
- Assist in maintaining store rooms organized and clean
- Assist procurement team by checking prices, delivering tender documents and other tasks.

Perform other related duties as *assigned by the supervisor*.

KNOWLEDGE AND EXPERIENCE:

This position demands a dynamic individual with a demonstrated ability to achieve results in a demanding and fast paced environment.

- Previous work experience in the field of Admin/Support;
- Previous experience in the NGO sector will be a distinctive asset;
- Excellent interpersonal, communication skills required, including patience, willingness to listen, learn and respect for colleagues and partners;
- Capable to work under pressure;
- High level of coordination, and team work;
- Being familiar with ENG
- Being familiar with MS office Package.
- Drivers License at least three (3) years old;
- Training in Mechanics will be an added advantage;
- Working experience as a Driver for a company, family or public service agency is an asset.
- Able to work under minimal supervision and be proactive and initiative;

Safeguarding

- Uphold and promote RI's commitment to ensuring the safeguarding and safety of the vulnerable communities we serve.
- Consistent with RI's safeguarding and protection policies, ensure all people who come into contact with Relief International are as safe as possible.

Equity and Diversity commitment

- Demonstrate sensitivity and understanding of systemic diversity and cultural differences.
- Ensure that gender equity is addressed in our staffing and programming.
- Perform other functions that maybe assigned from time to time.
- Perform other tasks that may be assigned from time to time.

Qualifications & Requirements:

- Five years progressive management and leadership experience with at least 3 years experience in supply chain management including procurement, transport and distribution, warehouse and stock management.
- Experience working with donor and knowledge of donor guidelines, in particular ECHO,
- DEVCO, SDC and GFFO.

- Solid knowledge and understanding of practical Supply Chain procedures and maintaining supply pipelines in areas with weak infrastructure.
- Demonstrated excellence in training and capacity-building of specialist and non-specialist staff in Supply Chain Management.
- Strong organizational, interpersonal and communication skills.
- IT skills; computer competency with word processing, spreadsheets, and databases.
- Experience in Distributions of NFI's and food.
- Ability to identify and communicate potential problems and propose solutions to the level of management and then effect change.
- Must be able to function effectively in complex work environment, set appropriate priorities and deal effectively with numerous simultaneous requirements.
- Degree or professional certification in Supply Chain Management, Business Management or related field preferred.
- Understanding and experience with CASH programming desired.
- Fluency in English, both written and spoken.

Relief International's Values:

We uphold the Humanitarian Principles: humanity, neutrality, impartiality and operational independence. We affirmatively engage the most vulnerable communities.

We value:

- Inclusiveness
- Transparency and accountability
- Agility and innovation
- Collaboration
- Sustainability

How to Apply:

- If you are interested in this job, please email your cover letter and CV along with RI application form in English to job@ri-iran.org and mention the Job Title in the subject line.
 - Applications close on 23 April 2024
 - Only short-listed candidates will be contacted for interview.