

## **TERMS OF REFERENCE**

**Job Title:** Truck Driver  
**Responsible to:** Transport Officer  
**Locations:** TBC.  
**Positions required:** TBC  
**County:** South Sudan

### **General Description:**

Required to transport cargo in the form of both food and Non-Food-Items in accordance with the Procedures & Normative Guidelines, as establish by WFP Transport Manual.

### **Key Tasks and Responsibilities:**

Under the direct supervision of the Transport Officer the incumbent shall perform the following duties:

- Perform a daily inspection of the vehicle and trailer and ensure that they are mechanically sound and to report any problems or defects to immediate supervisor.
- Carry responsibility of truck and cargo allocated, provide assistance and guidance to those vehicles under the convoy.
- Responsible for telecommunications and usage of GPS, HF & VHF radio & communications to inform Traffic Manager of progress and position on an hourly basis.
- Responsible for all security issues that may arise and always decide safest option for convoy and use careful judgement to ensure safe passage.
- In the event of breakdown or recovery, decide upon best course of action to recover vehicle in the safest and quickest manner without potential damage being caused by in this exercise.
- Ensure that sufficient funds are available for off-loading cargo where applicable.
- Ensure that the vehicle under direct responsibility is thoroughly cleaned and maintained in a good mechanical condition.
- Ensure that the Vehicle logbook is duly completed on a daily and timely basis free from errors to maintain good records.
- Ensure that the vehicle is always fueled on time and make sure that the fuel consumption figures are maintained within the established parameters as set by WFP.

### **Expected output at the End of Contract:**

- Responsible to ensure that the cargo loaded at Origin is safely transported to the Destination free from contamination, losses, or damage, and held accountable for the same, will witness loading together with tally clerk and ensure signing and endorsing of Waybill at destination.
- Held responsible and accountable for vehicle, trailer and any tools or equipment given to the driver (and signed for) and ensure that it remains in good condition.
- Loss or damage of Cargo, Spares, Tools, or Equipment as well as Loss of Fuel in the care of the employee shall be deducted from the salary based on CIF value or Local Market Rate, whichever is prevailing. This can also lead to penalties or dismissal to the Personnel and penalties on the Service Provider or Contractor.
- Ensure that the vehicle and trailer are loaded (metric tonnes) in accordance with the established Payload of the vehicle and under no circumstances to exceed this limit. Cargo must be loaded uniformly and equally distributed for safety reasons.

- Drive always in a safe and responsible manner with due respect and attention for other vehicles, property.
- Ensure delivery Stamped Waybills are returned to LESS team for reconciliation.
- Whilst the vehicle is in the workshop the driver shall assist in repairs & maintenance activities as required.
- Any accident that may occur must be immediately reported to supervisor and other parties concerned.
- Driver will only travel to authorised destination and only load authorised cargo, under no circumstance shall deviate from this unless authorised by immediate supervisor.
- Manoeuvre a trailer at the Duty Station as required.
- Tow a trailer/truck on missions as required.
- Will perform any other duties as requested by immediate Supervisor.

### **Team Management:**

Will liaise and co-operate with all other WFP employees and Cooperating Partners.

### **Reporting:**

Persons Reporting: Logistic Associate-Transport Officer, Traffic Monitors

### **Qualification & Experience:**

- Minimum of 5 years of demonstrable relevant Transport experience and/or minimum of 5 years of demonstrable relevant Logistics experience.
- High school graduate
- English is essential. Fluency in Arabic is desirable.

### **Key competencies:**

- Ensure that established route turn-around-times (expressed in Days / hours) and distances (expressed in kilometres) are within parameters set as well as respecting the established standard night out allowances, notwithstanding abnormal circumstances, such as security.
- Fuel consumption figures maintained within parameters set.
- Vehicle maintained in good mechanical condition; limited tire wear free from any breakages in accordance to standards set by the Organisation.
- Cargo loaded, securely and safely, transported from Origin to destination in a secured dry environment and duly received in a good sound condition at the receiving location.
- Complete all Vehicle administrative documents (Vehicle Logbooks, Waybills.) accurately and correctly and in turn, hand them over to Traffic Manager on a timely basis.
- Required to report on time for duty as per established working hours and sign the time sheet prepared for this purpose.

- Ensure that both loading / un-loading times are kept to a minimum acceptable level and to report any abnormal waiting times.
- Holder of a valid, clean heavy vehicles driving license in accordance with the vehicle category assigned to drive in accordance to National Regulations.
- At least 5 years' minimum experience gained in the relevant driver license category.