

## **Terms of Reference**

WHH are looking for hiring a female driver with her own vehicle. The purpose of this role is to carry out the duties and provide transportation services to WHH in Lebanon in accordance with specific duties as outlined in the Terms of References (ToR).

The driver will be contracted based on WHH official service contract terms and conditions.

WHH will pay the driver for work related trips that are properly documented in the logbook. The payment is done based on defined terms consisting of basic salary, hourly pay, and KM allowance. The basic salary is 250 USD per month. The hourly pay is 5 USD per hour and the KM allowance is 0.5 USD per KM. The hourly rate and KM allowance are calculated based on monthly Logbook report.

The payment includes everything. The driver is responsible for maintenance, insurance car fuel, running cost.

Payments will be made via wire transfer to a fresh USD account.

## **Job Duties and Responsibilities**

Tasks:

- To transport passengers and cargo safely in accordance with the vehicle seating and/or payload (usually the trips are to Baalbek, Tripoli, Akkar, Bekaa, Damour.)
- Coordinate with WHH Supply Chain Officer / Assistant for weekly movement plan and respond to WHH transportation requests for work purposes. In exceptional cases working on weekend might be required.

Duties:

- Ensure that ALL occupants of the vehicle are wearing safety belts, as well as vehicle cargo is adequately secured
- Drive safely and responsibly, ensure ecological driving behavior and best environmentally protective practices, and strictly adhere to speed limits, and the rules set by WHH and in accordance with national law.
- Complete the vehicle logbook after each trip and ensure that all vehicle faults are reported to the Supply Chain Assistant
- Advise the Supply Chain Officer / Assistant of needed repairs or regular maintenance for the vehicle so WHH seeks for alternative transportation methods if needed.
- Report any vehicle-related incident or damage immediately.

Requirements:

- Understand and obey all traffic laws and regulations of Lebanon.
- Adhere to WHH code of conduct
- Be available/flexible on weekends and after working hours for work purposes.
- Provide proof and copy of a valid driving license that is valid for the vehicle class.
- Provide vehicle Paper and proof of annual mechanical tax payment as well as insurance (covers passengers, properties, third parties).

## **Education**

- Public driving license **-Required**

### **Experience**

- 0-2 years' experience in a similar position **-Preferred**

### **Knowledge, Skills and Languages**

- Knowledge of vehicles **-Required**

### **LANGUAGES**

Arabic - **Required**

English - **Required**

### **Competencies, Values and Comments**

- Teamwork
- Flexibility in working hours
- Ability to work under pressure