



Driver - Malawi Position Description

About Seed Global Health

Seed Global Health (Seed), a non-profit organization envisions a world in which every country is strengthened by a robust health workforce that can meet the health needs of its population. We partner to train nurses, midwives, and physicians, building health teams that can provide high-quality care and save lives. We do this by strengthening clinical care delivery, improving health workforce education, and supporting policies that enable health professionals to succeed. Seed is dedicated to creating lasting change in the health systems of our partner countries: Malawi, Sierra Leone, Uganda, and Zambia. To ensure these changes are durable, we form deep local partnerships that inform our work at the individual and systems levels. Together, we are creating a multi-generational impact to not only treat today's problems but solve for tomorrows.

Position Summary:

The Driver contributes his/her energy, passion, and skills primarily to supporting Seed's operation in Malawi in a fast-paced office during a time of rapid growth. The position is a full-time position based in Lilongwe and reporting to the Finance & Administration Manager and working closely with the country team members and Seed educators. The Driver will drive and take care of the Seed vehicle (s) to support program operations. and provide administrative and logistical support running errands for staff as requested by the assigned task manager for the trip.

Duties and Responsibilities:

Key roles and responsibilities include (but may not be limited to):

Transport support

- a) Drive Seed vehicles for the transport of authorized passengers and delivery and collection of mail, documents, supplies and other items.
- b) Interacting with clients in a professional manner and conduct.
- c) Maintaining an organized travel schedule.
- d) Ensuring that the vehicle has sufficient fuel and is always ready for use.
- e) Arranging for vehicle repairs as and when necessary.
- f) Perform day-to-day maintenance of the assigned vehicles; check oil, water, battery, brakes, tires, etc. and ensure that the assigned Seed vehicles are road worthy and maintained as per Seed guidelines.
- g) Perform minor repairs and arrange for other repairs and ensure that the vehicle is kept clean.
- h) Ensure that the steps required as per documented vehicle usage and maintenance policy are taken in case of involvement in accident.
- i) Log official trips, daily mileage, fuel consumption, oil changes, greasing, etc. On weekly basis
- j) Perform other related duties as required.
- k) Compile end of trip report as per Seed policy
- l) Ensure accountability of any funds provided
- m) Maintain clean vehicles upon completion of a trip

Administrative Support

- a) Picking up office purchases or other related purchases
- b) Meet educators and visiting staff at the airport and assist with immigration and customs formalities as and when required.
- c) Support administrative functions as assigned by Supervisor

Qualifications:

- A minimum of Malawi School Certificate of Education
- A valid driving license with classes C and PG Permits achieved through a recognized institute
- A valid defensive Driving certificate
- At least 5 years' working experience within an I/NGO
- Good communication skills should possess written and spoken abilities.
- English proficiency – both verbal and written
- Basic knowledge of automobile mechanics is an added advantage
- Must be able to use a computer with Microsoft office tools.
- Passion and commitment to Seed's mission
- Strong sense of accountability, personal initiative, and responsibility
- Excellent interpersonal skills, including flexibility and adaptability.
- Demonstrated cross-cultural sensitivity and ability to build respectful relationships with colleagues from different cultural, linguistic, and educational backgrounds.
- Ability to work collaboratively in a fast-paced and young organization work environment.
- Ability to work independently with minimal guidance and proactively solicit required guidance to attain agreed deliverables.

Working Conditions:

- Will be based in Lilongwe, Malawi
- Will be expected to drive across the country for field trips.

Compensation:

Competitive base salary commensurate with experience, as well as health/dental/vision insurance, retirement, vacation, sick time, birthday day off, annual pay increase and professional development benefits.

Seed is an equal opportunity employer that prohibits discrimination and harassment of any type, including without limitation on the basis of race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristics protected by federal, state, and local law.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, transfer, leaves of absence, compensation, and training.

Submission deadline is 17th February 2025