

Job Description

This form enables us to accurately post your position on external sites. The information provided here will be featured in the job post. Please do not use acronyms or industry jargon. Be clear and concise in your answers to the open-ended questions. Incomplete forms will delay posting. Once this form is complete, email it to the HRSC at hrservicecenter@care.org.

Note: All position grades are determined by the Compensation & Benefits Team in People & Culture (HR). Please DO NOT fill in the "Grade" box below.

Position Information

Position title:	Date requested:
Type of position: Full time Project Based (1 year)	Grade (for HR use only):
Division:	Department:
Country:	Incumbent's name (if applicable):

Job Summary

In 1000 characters or less, state the position's overall purpose or objective, highlighting the general functions the position is responsible for and articulating what the position is expected to accomplish. This section will appear on external sites.

The Driver & Logistics Assistant is responsible for the operation of the project vehicle to assure safe transportation of staff and partners to and from various destinations and to assist visitors on their arrival and departure. He will also perform the role of logistics assistant to provide logistics-related support to the project activities/interventions such as organizing transportation, storage, stock control, distribution and monitoring the flow of goods/supplies, ensuring that the right products are delivered to the right location on time.

Responsibilities and Tasks

Describe the major responsibilities, principal tasks, and end results the position is responsible for. Please include rationale as to why it is done and the impact it has on the team or organization. List the responsibilities in the order of importance and state the estimated percentage of time the employee should spend on each responsibility during a typical year.

JOB RESPONSIBILITY 1

- Drive and operate CARE project vehicle safe reliable transportation for project staff, and visitors, to covered project areas and various locations as required · Maintains accurate records and vehicle logs.
- Performs vehicle inspections and preventive maintenance before, during and after trips; responsible for brake adjustments, tire chain-ups and minor repairs as needed while on the road.
- Ensure the project vehicle is maintained in good working condition, including regular servicing, repairs, and cleanliness
- Responsible for renewing vehicle registration.
- Adhere to all traffic laws, regulations, and organizational policies related to vehicle use and safety.
- Conduct daily checks on the vehicle to ensure it is roadworthy and report any issues immediately.

% of time

JOB RESPONSIBILITY 2

- Responsible for project logistics by documenting/monitoring inventory, storage, and facilitating transportation of goods/supplies handled by the project.
- Ensure logistics coordination of project goods/supplies through the safe and timely pick-up of delivery and shipments and report any related issues.
- Assist in loading and unloading of goods/supplies when required.
- Support the project team with logistical arrangements for meetings, workshops, and events, including setting up venues, arranging catering, and managing equipment
- Assist in getting quotations from potential suppliers in the area.
- Assist in the procurement of supplies and materials as needed, ensuring timely and cost-effective purchasing
- Monitor the delivery of goods and services in the area and proper documentation must be followed
- Maintain an inventory of project supplies and equipment, ensuring proper storage and management.
- Provide general administrative support to the project team, including photocopying, payments, and other clerical tasks as needed
- Other duties as assigned by the PM contributing to the overall efficiency of the project operations.
- Comply with minimum standards on logistics based on CO policies.

% of time

JOB RESPONSIBILITY 3

- Comply with all relevant CARE Philippines policies and standard procedures (Finance, HR, Admin, Procurement).
- Promote a strong team environment by contributing ideas, listening to others, and willingly taking on tasks that fall outside of this job description as directed by an employee with the appropriate delegation.
- Work constructively with colleagues in other units and teams to promote the objectives of the organization.
- Demonstrate an ongoing commitment to gender equality and diversity.
- Promote a safe and secure work environment; foster a safety and security culture and ensure compliance with CARE Philippines policies and procedures on safety and security, Safeguarding and Child Protection.
- Foster a positive working relationships with CARE staff and partners.

% of time

JOB RESPONSIBILITY 4

% of time

OTHER RESPONSIBILITIES AS ASSIGNED

% of time

Qualifications (Know How)

Indicate the minimum required level of education, experience, and skills necessary to qualify for the position and fulfill the organization's expectations for job performance. Also include the education, experience, and skills desired for the position.

Education/Training

E.g. high school diploma; college degree (specify major/minor); specialty (ex. Accounting). Include the following phrase when possible: "or equivalent combination of education and work experience."

Required

Desired

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Experience/Technical Skills

Number of months/ years of previous professional experience in a similar position. Examples: languages; planning; budgeting; word-processing, basic accounting; advanced written communications; presentations; fundraising; training/facilitation, etc.

Required

- Must have a clean professional license with restrictions 1, 2 and 3.

- Driving experience of at least three years.

- Good knowledge on logistics functions.

- Strong decision-making and problem-solving skills. S/He must be able to analyze situations, recognize issues, and execute successful solutions to achieve intended job outputs/results.

- Effective management of time to ensure urgent tasks are handled and goals are met.

- Demonstrated ability to work autonomously and as part of a small and diverse team.

- Demonstrated awareness and sensitivity to gender and diversity and the ability to work in diverse cultural contexts in a culturally appropriate manner.

- The position involves extensive travel to the designated field areas as may be required.

Desired

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Problem Solving

Click on each level (1, 2 or 3) below to indicate what level of problem-solving this position will face.

Select Level:

☐ ☐ ☐

Why does the position fall into this category?

Competencies

CARE has 5 Core Competencies that **all** staff are expected to demonstrate and 2 Leaders Competencies expected of those in management and leadership positions.

Competency proficiency levels define the degree to which a person in a given job is required to demonstrate the competency through observable behavior.

The chart below provides guidance when assigning proficiency levels to jobs. This guidance should be used as a starting point. Click [HERE](#) for guidance on CARE's Job Classification System

Level	General competency behavior description	Job Classification
Level 1	Foundational: Baseline behaviors.	Support
Level 2	Capable: Practical application of the behaviors.	Professional
Level 3	Inspirational: Role models, coaches, and influences demonstration of the behaviors.	Managerial
Level 4	Transformational: Envisions and innovates the next generation of the behaviors.	Executive

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A. Core Competencies

Please indicate at what proficiency level you expect this role to demonstrate each **Core Competency**. This may be used in performance conversations and as a guide for staff development. You can find detailed descriptions of each Competency and Proficiency Levels [here](#).

- **RELATIONSHIP BUILDING**
Develops internal and external trusting & professional relationships. Purposefully develops networks to build value through collaboration.
- **INCLUSION**
Contributes to an environment where all employees feel a sense of belonging, valued for their differences, and empowered to participate and contribute freely.
- **DYNAMIC LEARNING MINDSET**
Continuously seeks opportunities to learn, questions past approaches in the current environment, owns growth and learns from failure.
- **DELIVERING RESULTS**
Invests time in planning to achieve goals while meeting quality standards & demonstrating commitment.
- **COMMUNICATION**
Effectively and appropriately interacts with others to build relationships, influence, and share ideas. Uses tact, diplomacy & cross-cultural sensitivity to navigate difficult situations.

B. Leadership Competencies

If this role is expected to manage direct reports, please indicate at what proficiency level you expect this role to demonstrate each **Leadership Competency**. This may be used in performance conversations and as a guide for staff development. You can find detailed descriptions of each Competency and Proficiency Levels [here](#).

- **Strategic Leadership & Execution**
Applies vision to think beyond the immediate situation. Invests time in planning, discovery, and reflection. Ensures business goals are met by executing, monitoring, & adjusting.
- **PEOPLE LEADERSHIP**
Inspires, motivates, & empowers people to achieve organizational goals. Coaches, mentors, and manages employee experience, and employee performance. Creates space for others to lead.

C. Functional Competencies

Choose the **top 3 Functional Competencies** from CARE's Competency Library that this role must demonstrate to create the desired impact. There are many competencies that will fit the role, however, please think about the most essential skills needed for this employee to succeed in their role.

This may be used in performance conversations and as a guide for staff development. You can find various job-specific Functional Competency Libraries [here](#). If you are unable to find a specific Competency that you consider essential, please contact your HR Business Partner.

Organization

