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In support of MDM program “Healing the wound of domestic violence”, we seek:

**Logistics Assistant**

**FULL TIME POSITION, Lahore**

**Start period per direct**

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| **JOB DESCRIPTION** |
| Position: **Driver**Location: based in Lahore, with regular travels all over Punjab**General Conditions:**Médecins du Monde France is a French humanitarian organisation, involved in an emergency & Long term programs. The employee shall respect Médecins du Monde France schedule and regulation, as described in the employment contract. **Objective of the program:**Since 2004 MDM is implementing the program” Healing the wound of domestic violence” in partnership with the government of Social Welfare Department of Punjab. This program aims to establish and integrate medical, psychological, legal and social services in 34 government run shelter homes - Dar-ul-Aman in Punjab province. Each year 8,000 women and children are admitted to these shelter homes to seek shelter and protection. During the last six years MdM has set up 3 regional offices (Lahore, Multan, Rawalpindi) in which each team covers 8-13 DUAs. Field teams are multi-disciplinary consisting of medical, legal, psychological and protection officers assigned with the task to support DUA staff and civil society to provide quality of services to residents free of charge. Moreover investments have been made in improving the overall management and condition of DUAs through training of staff and distribution of essential medicines and equipment. From 2011 to mid 2013 MdM aims to sustain established services in Dar Ul Aman settings and gradually phase out and hand over the full scope of the program to Social Welfare Department and civil society organizations. **Duties description:**The most important duty of the driver is security, through safe and responsible driving.The driver is responsible of the general state of his vehicle, for the use of the fuel and for the tools assigned to him.**Transport safely MDM team members:**The driver:* Transports MDM team members in any place in Punjab
* Ensures the security of the person(s) being transported: the driver is in charge of all the passengers present in the car and of all the cargo from the start to the end of the journey
* Deals with check point authorities and locals while on the road
* Drives carefully in accordance with the national traffic rules, and the safety and internal rules of Médecins du Monde
* As the Driver is co-responsible for the security of his passenger(s), he provides immediate feedback to security focal point about security related events or inform they notice/gather while traveling
* Reports any accidents immediately to the logistics coordinator
* Fills the tank fuel of MDM vehicles when needed and keeps accurate records of fuel supplied to each vehicle including kilometers reading at the time of supply
* Fills up the car logbook at each trip: recording mileage, fuel supply

**Preparation, maintenance and repair of the vehicles:**The driver:* Performs daily check of the car: checks every day the assigned car overall condition including engine oil level, cooling water level, brake fluid and clutch fluid level, lights, and the condition of the five tyres and the screen wiper
* Reports any serious defects on the vehicle to the logistics coordinator
* Organizes and carries out maintenance of the vehicle under the supervision of the logistics coordinator
* Assists the mechanic when working on the assigned vehicle, and check the quality of work and spare parts used
* Is responsible of all the tools and car equipment
* Daily maintains the cleanliness of the assigned vehicle (outside and inside of the car, body, chassis and engine)

**Other activities:*** The driver is responsible for loading and unloading the vehicle
* Transport items/material safely, Pick and deliver mail as required with due care
* Make small purchases as required by Logistics coordinator or Logistics assistant
* Perform other tasks as assigned

**Qualifications and skills required:*** Minimum Matric qualification
* Official driving license
* Previous experience as a driver
* Elementary mechanic skills
* Have a calm and controlled temperament
* Sociable, punctual
* Basic skills in English to understand expatriate team members
* Ability to travel if required in different cities of Punjab, in average twice a month
* Flexibility in timing and willing to stay overnight for work

**Context of employment:*** Working contract as MDM employee
* Monthly basic salary between 30,000 and 37,000 PKR
* Health insurance for employee, spouse and children under 18 years old
* Life insurance

**Application:**If you are interested, please send your CV to MDM till 21st April 2014 at the following address: hr.mdmpakistan@gmail.comOr deposit your CV at the following address :Medecins du Monde FranceHouse# 4, Sarwar Road, Main Cantonment, Lahore |