

## Terms of Reference

### Driver with Car

#### Organisational Setting

The Iraqi Ashor Foundation for Relief and Development was registered in the Department of Non-Governmental Organizations after the institution's cadre was a volunteer team, and its registration came as a result of the urgent societal need of the society of the western governorates (Nineveh, Salah al-Din, Anbar, Dyala) due to the circumstances it went through and the difficulties it faced through the exposure of these The governorates have witnessed many security incidents, wars and conflicts, which resulted in displacement and mass migration from many cities in those governorates, due to the occupation of their lands by terrorist groups, and the resulting problems generated many economic hardships and social problems.

Most of them were classified as marginalized and weak groups and were unable to obtain their rights Constitutional and legal, in addition to the deteriorating economic situation of it, and from these circumstances, the Foundation emerged in the areas of displacement to work to provide aid and aid to the displaced, and then the Foundation moved to direct work in the rehabilitation of cities after their liberation after 2014.

#### Functional Role

The driver is responsible for the safe driving of the vehicle for the Ashor staff to include ensuring proper maintenance of vehicles in compliance with safe driving standards, ensuring the vehicle is fuelled on time for trips. The driver should follow local country traffic road rules and Ashor fleet policies and procedures and performing the following tasks:

- ❖ Provision of reliable and secure vehicle and driving services
- ❖ Proper use of vehicle.
- ❖ Day-to-day maintenance of provided vehicle.
- ❖ Availability of documents. supplies.
- ❖ Ensure provision of reliable and secure driving services.
- ❖ Ensure cost-savings through proper use of vehicle through accurate maintenance of daily vehicle logs.
- ❖ Car washing and check car cleaning on daily bases
- ❖ Ensure availability of all the required documents/supplies including vehicle insurance, vehicle logs, office directory, and map of the city/country, first aid kit, and necessary spare parts.
- ❖ Accepts new responsibilities as and when those are assigned by the line manager, as well as any person entrusted for coordination by the line manager. Accepts hands-on activities on site.
- ❖ Uses Ashor equipment, vehicles and premises, internet and electricity economically and responsibly and positively represent Ashor to beneficiaries, stakeholders and the general public.



## Qualifications & Competencies

### *Essential*

- ❖ Iraqi National
- ❖ Professional driving at least for 3 years.
- ❖ Valid driver license.
- ❖ Own a modern car Model 2018 at Least
- ❖ Car documents up to date.
- ❖ Arabic working knowledge mandatory. English, Kurdish are an asset.
- ❖ The ability to work in unstable, uncertain or potentially dangerous environments, independently and in a team.

### *Desirable*

- ❖ Basic logistics experience.
- ❖ educational Degree.
- ❖ The ability to travel between the Governorates if needed.

Name of Driver:

Signature of Driver:

Date: