Job Description: Logistics Officer / Driver

<table>
<thead>
<tr>
<th>Unit</th>
<th>Finance and Administration</th>
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<tbody>
<tr>
<td>Location</td>
<td>East London, South Africa</td>
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<tr>
<td>Salary</td>
<td>Approximate Gross annual salary <strong>R88,800.00</strong></td>
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<td>Benefits</td>
<td>24 days annual leave plus public holidays in South Africa and access to a national health insurance scheme</td>
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<td>Restrictions</td>
<td>1-year fixed-term contract.</td>
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<td>Reports to</td>
<td>Finance and Administration Assistant Coordinator</td>
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<td>Direct Reports</td>
<td>None</td>
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<tr>
<td>Key Internal Staff To Work With To Deliver The Role</td>
<td>Programme Manager, Programme Coordinator, Finance and Administration Manager, Monitoring and Evaluation Assistant Coordinator</td>
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<td>Expected travel</td>
<td>Significant travel throughout the Eastern Cape, with multi-day travel to rural areas</td>
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**Context**

Restless Development is the youth-led development agency – everything we do is led by and through young people. And because we are who we serve, our mission is to place young people at the forefront of change, empowering them to take a leadership role in addressing the most urgent issues facing their countries and the world. Based on 26 years of experience working with and for young people, it is our innovative and cost-effective youth-led approach – the source of our expertise and credibility – that now reaches over 400,000 young people each year across sub Saharan Africa, South Asia and the UK; an approach that is cited as a ‘model for best practice’ by UNAIDS, UNICEF, the World Bank and the UK Government.

Restless Development supports young people to demand and deliver a just and sustainable world for all. We have been working in South Africa’s Eastern Cape since 1998, engaging and supporting young people to achieve sustainable livelihoods, to realise their sexual and reproductive rights, and to have a voice as active citizens - ensuring that young people are at the centre of decision-making processes and policies at a local and national level. Restless Development’s award-winning youth-led approach enables us to reach the most marginalised adolescents and youth, and to support them to live healthy and productive lives and to realise their full leadership potential.

Restless Development South Africa is looking for a Logistics Officer / Driver to assist in the delivery and support of our Big Lottery Funded ‘Youth Leaders Today for Tomorrow!’ programme in the Eastern Cape. Working with rural-based communities and volunteers throughout the region, our programmes build the capacity of communities to respond to the challenges facing young people around our four strategic goals: Sexual Rights, a living, voice and leadership.

**Main Duties**

- Driving members of staff for programme activities, as required by programme
- **Basic office work**: photocopying, obtaining quotations, filing
- **Making collections and deliveries on behalf of the organisation**
- **Assisting with logistics for trainings and community based events**
- **Maintain the vehicle in good working order, ensuring it is cleaned, serviced, and maintained as per the organisation’s requirements.**
- **Attend programme and team meeting that are scheduled with staff from time to time**

### Required Skills and Experience

#### Essential
- Valid, clean South African driver’s licence (PDP) with no major accidents in the past 3 years
- Minimum 3 years driving experience
- Good knowledge of and adherence to driving rules and regulations
- Good organisational skills
- Fluency in English with good written and verbal communication skills
- Willingness to travel regularly to rural areas and spend nights if necessary
- Good interpersonal skills and the ability to establish strong working relationships with other staff.
- Ability to analyse problems and make sound operational decisions
- Passion, enthusiasm and interest in Restless Development’s mission.
- A strong personal commitment to the values, aims and methods of Restless Development, including being honest and trustworthy, willing to engage and support a range of people and activities.
- Geographical knowledge of East London and the Eastern Cape

#### Desirable
- Defensive driving licence
- Vehicle maintenance and repair skills
- Experience with light office duties such as filing and photocopying.
- Understanding of development issues particularly those related to young people in the field of HIV/AIDS, livelihoods and active citizenship
- Experience as a volunteer with Restless Development or other organisation
- Previous work with International organization or NGO

### How to Apply

Please download application form at [www.restlessdevelopment.org/vacancies](http://www.restlessdevelopment.org/vacancies). Send completed application form to sajobs@restlessdevelopment.org by the closing date. Please note we **DO NOT** accept CVs, resumes or covering letters.

### Closing Date

16:00h (SA time) Wednesday 17th May 2017. Late or incomplete applications will not be considered.