



## Driver

School-to-School International (STS) is a nonprofit organization based in Pacifica, California, USA, committed to improving the lives and learning of children worldwide through thoughtful research, practice, and partnerships. For two decades, we have partnered with individuals, government ministries, NGOs, private foundations, and research institutions to improve the quality of children's learning. We have worked in more than 30 countries across the globe providing assistance in research and evaluation, curriculum and training, and policy and planning.

The newly awarded Strengthening Teacher Education and Practice (STEP) activity is a five-year project funded by the United States Agency for International Development and implemented in partnership with Florida State University. It has two overarching objectives: (1) to strengthen primary teacher education preparation programs; and (2) to operationalize a national continuing professional development framework, including an established system for new teacher induction.

**Role:** STS is seeking a **Driver** to join the team in its Lilongwe-based office. The responsibilities of the driver may include, but are not limited to, the following bullets.

### Responsibilities:

- Drive staff on official duties or business within and outside of Lilongwe, as requested by supervisor
- Ensure that safe driving practices are adhered to, including all local driving codes and STS policies and procedures for use of project vehicles
- Ensure vehicle is kept secure, clean, tidy, and in good working condition always
- Actively monitor the mechanical conditions of the vehicle, and arrange regular vehicle maintenance, including check oil, water, battery, brakes, tires, etc.
- Properly record mileage in vehicle logbook for every trip
- Assist in ensuring vehicle insurance and certificate of fitness are timely renewed
- Ensure that the office directory, maps of the city and country, first aid kit, necessary spare parts, and other required items are always available within vehicle
- Maintain high standards of customer service to guests
- Assist with loading and unloading cargo
- Contribute to the logistics and operational plans of programmatic activities as requested (e.g., best routes, fuel estimates, driving times, etc.)
- Support administrative tasks as requested
- Other duties as assigned by supervisor
- Report to the Logistics Manager

**Qualifications:**

- Qualified and professional driver with vehicle maintenance knowledge
- Three or more years of driving experience with demonstrated safe driving record
- A valid driver's license issued in Malawi
- Basic mechanical skills
- Good knowledge of Malawian culture and geography
- Experienced with common administrative tasks
- Good oral and written English language skills and ability to communicate in common Malawian languages
- Ability to interact professionally with team members, consultants, financial institutions, and government officials
- Willingness and ability to travel to sites as needed

**Location:** Field office in Lilongwe, Malawi

**Please submit a resume/CV and cover letter describing your interest and qualifications to [info@sts-international.org](mailto:info@sts-international.org) no later than 20 May 2022, with the subject line "Driver."**

**Applications will be reviewed on a rolling basis.**

*School-to-School International is an equal employment opportunities (EEO) employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, disability status, protected veteran status, gender identity, sexual orientation, or any other characteristic protected by applicable law.*