

The Accessible Quality Healthcare (AQH) Project is a project of the Swiss Agency for Development and Cooperation (SDC) that supports Kosovo health sector reform and complements other donor-supported programmes with a focus on Primary Healthcare (PHC). The project is implemented by the Swiss Tropical and Public Health Institute.

The third phase of AQH aims to consolidate and upscale the achievements of the two previous phases, for a period of 3 years, and will continue to stimulate the use of quality PHC services by all citizens, with particular attention to the needs and inclusion of socially vulnerable populations. Within this phase the project focuses also very much on sustainability aspects, targeting to embed project supported interventions to national and municipal public health actors' practice.

The project is seeking applicants for the following position:

Driver & Support Officer

Job summary:

Provide needed logistical and fleet management support for operational programme delivery. Responsible for all driving and transportation duties, including the overall maintenance of Project's vehicles.

Essential competencies:

High school degree with proven driving experience.

Key responsibilities:

- Ensure of management of vehicle fleets is in line with AQH procedures; ensure appropriate allocation and safe use of vehicles;
- Ensure vehicles have correct equipment and sufficient fuel for planned trip and are in clean condition;
- Maintenance of vehicle logs and reporting;
- Collate transport requests and complete weekly movement plans, in accordance with the PIU staffs' transport;
- Inform the Procurement & Logistics Manager to any minor defects or mechanical problems and draw attention to any part of vehicle that requires maintenance work;
- Driving duties as required;
- Assist the Procurement & Logistics Manager to ensure that accidents and insurance claims are properly handled;
- Advise Team Leader of any security issues that may affect staff movement;
- Ensure planned preventive maintenance of office premises, vehicles and equipment is carried out to high standard with minimum disruption to programme activities;
- Ensure that PIU premises are adequately maintained and secure;
- Oversee the management of office store spaces in collaboration with the Administration Manager
- Assist with the organization and implementation of project workshops and other events including availability of training equipment, distribution of materials to the beneficiaries, preparation of venues etc.;
- Assist the Procurement & Logistics Officer and the Administrative Manager with supplies management as necessary;
- Coordinate with Logistics Team and other Support Officer timely information of PIU on movement plan.

Key competencies:

- Valid driving license B & C is preferable;
- Minimum 3-5 years of professional driving experience;
- High school degree;
- Previous experience in a dual-role position combining driving and operational/logistical support;
- Extensive experience of providing logistics and fleet management support for operational programme delivery
- Proficiency in vehicle maintenance and identifying minor mechanical issues is desired. Possession of a vehicle maintenance certification is considered an advantage.
- Familiarity with providing administrative assistance in office settings;
- Ability to communicate effectively in English (or other relevant languages) is an advantage;
- Demonstrated ability to work in a changing, multi-cultural environment and establish harmonious and effective working relationship and teambuilding;
- Basic computer skills, including MS Office (Word, Excel, and Outlook).

This is full-time position open to national candidates. Qualified applicants should email: 1) Curriculum Vitae; 2) Three reference letters and 3) Cover letter explaining why they are qualified for the position to AQH Administrative Manager at hyrije.rashiti@aqhproject.org and the subject of the e-mail should contain **Name & Last name – Driver & Support Officer**.

All documents should be in English.

Closing date for submission of applications is **24 January 2025**.

Only short-listed applicants will be contacted. Interviews are scheduled for the week beginning **3 February 2025**.