



TEFON HR SARL

A Family-Friendly Company With A Heart

ISO 9001 : 2015
BUREAU VERITAS
Certification



TEFON HUMAN RESOURCES Sarl

Vacancy announcement

Job Purpose/Summary

The Driver provides secure and timely driving services to the company and will be working as a personal driver.

Main Mission/Result Area

PRIMARY ACCOUNTABILITIES

- Maintain a clean vehicle both outside and inside.
- Ensure that safety belts must be clean and in working condition.
- Fill car with fuel as soon as the tank is half-empty.
- Control all visual aspects of the vehicle through checklist.
- Check air pressure in the tires (including the spare tire).
- Provide minor repairs (windshield wiper, headlights, brake and signal lights and interior lights, assure they are functioning).
- Maintain a logbook in the assigned vehicle in which he indicates the date and odometer-reading with a detailed description of all repairs and services.
- Maintain a fuel logbook (Fuel Card), which includes fuel quantity, vehicle number, oil and other servicing required.
- Responsible for reporting the accident and assisting the Road Transport Coordinator by providing information in completing the necessary accident report, If involved in a motor accident.
- Fill the Logbook keys when collecting the vehicle keys and sign off when return the keys to Supervisor or Radio room at end of the day.

HSSE Accountabilities

- Participate in all HSSE intervention schemes (APIPP, Incident reporting, site visits) and awareness sessions (HSSE Meetings, events

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Capital : 1 50.000.000 CFA - NIU : M020500018172B - RC : RC/DLA/2005/B/158

and trainings) to maintain and improve Company HSSE culture and performance.

- Participate in all toolbox & Drivers Safety Meetings
- Understand the emergency procedure of car accidents and the related requirements.
- Lead as a role model to improve HSSE engagement within direct team, section, and department.
- Understand and master emergency equipment' using methods of vehicle allocation, such as first aids kit, fire extinguisher, hazard triangles etc.

The incumbent may perform other related duties as assigned.

Key Challenges

- Must be familiar with the cities and major locations where the Company does business. E.G., Partners' offices, Banks, Workshops, Government's offices, restaurants, department stores, etc. Driver should know where all Company Managers and Supervisors live.
- Must be familiar with the Oil & Gas transportation safety rules.
- Must drive Company vehicles in a safe manner.
- Must be equipped with post-accident remedial knowledge and skills

Competence & Requirements

- Passion and drive for safe driving.
- At least 5 years driving experience with 2 in a corporate setting.
- Defensive driving training is an advantage.
- Knowledge of the minor repairs
- First aid training
- CPR training.
- Ability to work in a team.

All interested candidates should submit a CV and cover letter

to:tefonhr@tefonservices.com/www.tefonservices.com

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Chick Edmond
Human Resources / Operations Director
Certified Risk Manager

