

## VACANCY ANNOUNCEMENT

**Job Title : DRIVER-MESSENGER**

**Date : October 24, 2022**

**Location : Béni Mellal, Morocco**

### **Project Description**

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Family Health International 360 (FHI 360) is a nonprofit organization focused on human development that works to improve sustainable living conditions by promoting integrated solutions adapted to the local context. FHI 360 is present in more than 70 countries and throughout the United States.

In 2020, FHI 360 was selected by the United States Agency for International Development (USAID/Morocco) to implement the Inclusive Socio-economic Development Project in the Beni Mellal Khénifra Region (ISED-BMK). The ISED-BMK Project (2020-2025) supports the BMK region in achieving its economic and social development priorities by strengthening participatory governance and improving economic growth opportunities and job creation with particular emphasis on young people, women, and people with disabilities.

### **Position Description**

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Under the guidance of Administration & HR Manager, the Driver Messenger provides reliable messenger services and serves as the alternate/relief project driver.

### **Key Duties & Functions**

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- Assists with office management duties
- Handles outgoing and incoming documents for ISED-BMK
- Operates photocopying machine and helps with filing.
- Supports local shopping /purchasing
- Serves as the office receptionist.
- Collects and distributes documents among departments.
- Drives project vehicles or rental vehicles when requested
- Ensures passenger safety and comfort.
- Maintains a logbook for all official trips, daily mileage, fuel consumption, oil change, etc.
- Performs other tasks as may be assigned

## Minimum Qualifications

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**Education:** Secondary education or equivalent vocational education

**Experience:** 3 years of relevant work experience, including 3 years of proven driving experience

**Language:** Arabic with a basic ability to communicate in French and/or English

**Other requirements:**

- Valid driving license.
- Hardworking, trustworthy, and punctual.
- Flexible and takes initiative.
- Excellent organizational and time management skills.
- Good verbal communication and ability to follow instructions.
- Physical strength sufficient to lift heavy objects (e.g., automobile tires, office supplies)
- Willing to travel

## To Apply

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Please submit a copy of your CV and a cover letter to: [Morocco.ISED@fhi360.org](mailto:Morocco.ISED@fhi360.org) and put in the subject line of your message: “**Driver-Messenger**”.

CVs will be reviewed as they are received and will continue to be received and reviewed until the position is filled. The selected candidate must commit to living full-time in Beni Mellal city or very nearby.

The ISED-BMK project is strongly committed to hiring qualified women, young people and people with disabilities and would like to receive their CVs as well as those of other qualified people.

**FHI 360 is an equal opportunity employer and does not discriminate based on sex, race, ethnicity, religion, national origin, sexual orientation, disability, age or on any other basis unrelated to a person’s skills and experience**