



# Logistics Assistant and Driver

<b>Job Title</b>	Logistics Assistant and Driver
<b>Grade</b>	2
<b>Reports to</b>	Senior HR and Administration Officer
<b>Duration</b>	Two years with a possibility of extension
<b>Location</b>	Addis Ababa, Ethiopia
<b>Contract Type</b>	Full-Time
<b>Background</b>	
<p>The Logistics Assistant and Driver plays a vital enabling role within FSDE's Operations Department, ensuring the timely and secure delivery of transport, inventory, and administrative support services. By managing the movement of staff, goods, and financial documentation, the role supports and enhances the effectiveness of FSDE's Programme and Operations teams.</p>	
<b>About FSD Ethiopia</b>	
<p>Established in 2021, FSD Ethiopia (FSDE) is an agency dedicated to fostering the development of accessible, inclusive, and sustainable financial markets for economic growth and human development.</p> <p>As a market facilitator, FSD Ethiopia supports market actors in addressing the root causes of financial system failures. Our primary focus is on achieving accessible, inclusive, and sustainable, thereby supporting Ethiopia's long-term development objectives.</p> <p>Our key responsibilities include identifying the underlying causes of financial system failures, facilitating collaboration among market actors to overcome these challenges, and actively contribute to the establishment of a functional and</p>	



efficient financial sector that benefits a broad range of individuals and businesses in Ethiopia.

FSD Ethiopia collaborates with various stakeholders in the financial sector - including the government, private sector, civil society organizations, and other development partners in the areas of financial inclusion, access to capital, and climate finance. FSD Ethiopia's interventions are closely aligned with national and regional policies as well as priorities for financial sector reform..

Aligning with the national economic reform agenda, FSD Ethiopia's work centred around three thematic areas across the financial sector landscape.

1. **Financial inclusion:** Driving increased access, usage, and quality of financial services for individuals, households, and MSMEs - including savings, payments, credit, insurance, and investment.
2. **Access to capital:** Expanding access to and breadth of efficient long/short-term financing options for private businesses of all scales, and the public sector, including equity, bonds, working capital, etc.
3. **Climate finance:** Mobilizing domestic and international capital to fund climate adaptation and mitigation projects and needs of government, businesses, and households, such as green bonds, carbon credits, and insurance.

#### About the role

The Logistics Assistant and Driver plays a crucial support role at FSD Ethiopia, ensuring smooth day-to-day operations by providing safe transport, handling logistics tasks, and supporting finance and administration. The role involves driving staff and goods, coordinating with service providers, managing vehicle upkeep, and running errands such as bank visits and document delivery. Additionally, the position supports procurement processes, stores management, and occasional reception coverage. With a focus on professionalism, reliability, and confidentiality, the Logistics Assistant and

Driver helps maintain the efficiency and integrity of FSDE's operational systems. The role reports to the Director of Operations and supervises outsourced service providers.

## Key Responsibilities

**Driving & Transport Services:** Provide safe and timely transport services that enable FSDE staff, partners, and goods to reach their destinations efficiently; contribute to the organisation's reliability and professional image.

- Provide timely and courteous driving services to FSDE staff, visitors, and goods, ensuring safety, route planning, and compliance with traffic regulations.
- Maintain the assigned vehicle in clean, roadworthy condition; conduct routine checks (e.g. oil, tyres, water) and arrange servicing with FSDE's approved workshop.
- Maintain accurate vehicle usage records, including trip logs, fuel consumption, and maintenance schedules.
- Maintain and regularly update a contact list of pre-qualified transport service providers (e.g. taxis, motorcycle couriers, vehicle maintenance providers).
- Coordinate with these providers as needed to fulfil transport requests that cannot be met personally, ensuring reliability and cost-effectiveness.

**Finance & Operations Errands:** Deliver secure and reliable out-of-office support for banking, procurement, and administrative tasks; ensure FSDE's operational and financial functions run smoothly and without disruption.

- Carry out routine banking operations, including petty cash collection, cheque deposits, and statement retrieval, ensuring secure handling and timely delivery to the relevant teams.
- Notify relevant staff and suppliers when cheques are ready for collection, and ensure secure handover using proper registers or documentation.

- Deliver and collect administrative documents, contracts, and supplies to and from partner organisations, service providers, or government offices as instructed.
- Ensure safe handling and delivery of all sensitive materials, maintaining discretion and verifying receipts where applicable.
- Maintain regular communication with the Finance and Admin teams to confirm priority tasks, clarify instructions, and coordinate delivery schedules.

**Procurement Logistics & Goods Handling:** Support procurement and administrative functions by transporting, receiving, and safely handling purchased goods and materials; ensure deliveries are accurate, documented, and aligned with operational needs.

- Receive and inspect procured items against purchase orders, checking for quantity, quality, and specification compliance.
- Raise and file Goods Receiving Vouchers (GRVs) for all received items, ensuring proper documentation is completed in a timely manner.
- Deliver goods securely and promptly to their intended users or storage, verifying delivery with appropriate documentation and signatures.
- Support the movement and dispatch of goods linked to in-kind grants, ensuring they are distributed to the right locations within the required timeframe.
- Handle materials with care and ensure that all items being transported or delivered are protected from loss, damage, or theft.

**Stores Management & Inventory Support:** Ensure FSDE's inventory and consumable supplies are properly stored, recorded, and issued; contribute to efficient office operations by maintaining well-organised, secure, and audit-ready stores.

- Monitor stock levels for office supplies and consumables, alerting the Admin team when items reach re-order levels.
- Maintain accurate records using standard forms (e.g. SIVs, GRVs, bin cards), updating inventory data immediately after each movement.
- Issue store items only upon receipt of authorised requisitions, ensuring proper documentation and acknowledgement by the receiving staff.
- Keep the store clean, secure, and well-organised; ensure fire safety equipment is in place and that items are protected from deterioration or loss.
- Support periodic and annual inventory counts, ensuring that fixed and expendable items are clearly labelled and easily traceable.

**Administrative & Reception Support: Contribute to smooth day-to-day operations by supporting administrative activities and acting as backup for reception services to ensure continuity, professionalism, and responsiveness.**

- Provide courteous and professional coverage at the reception desk in the absence of the Support Services Officer, ensuring continuous service for visitors and callers.
- Assist the Admin team in setting up and maintaining office spaces, meeting rooms, and shared facilities to ensure they are functional and presentable.
- Deliver and collect administrative documents, parcels, or supplies as requested, ensuring timely and secure handling.
- Liaise with service providers when requested to support office repairs, deliveries, or maintenance tasks.
- Support routine logistical and administrative errands to ensure smooth functioning of the Operations department.

**Qualifications & Experience**

- Secondary education certificate required; post-secondary training in logistics, transport management, or fleet operations is an advantage.
- Valid driver's licence with a clean driving record.
- Minimum Three (3) years of professional driving experience, including familiarity with defensive driving principles and vehicle maintenance.
- Proven experience in basic stores or inventory management, including the use of bin cards and simple tracking tools.
- Previous experience supporting finance/admin teams with errands or document handling is preferred.
- Demonstrated ability to maintain confidentiality, security, and accuracy in handling organisational assets and information.

#### Job Related Skills and Knowledge

- Strong understanding of safe and defensive driving practices; ability to plan routes and maintain trip logs.
- Familiarity with basic vehicle servicing routines (e.g. checking oil, water, tyres) and experience coordinating with approved maintenance providers.
- Basic knowledge of inventory and storekeeping procedures, including safe storage, fire safety, and issuing protocols.
- Understanding of standard procurement documentation (e.g. GRVs, SIVs) and goods verification processes.
- Ability to maintain organised records and follow FSDE protocols for logistics and administrative tasks.

## COMPTENCIES

Competency	Level 1 <i>Foundation</i>	Level 2 <i>Specialist</i>	Level 3 <i>Manager</i>	Level 4 <i>Leader</i>
<b>Ownership &amp; Initiative</b>	✓			
Demonstrates a strong sense of personal ownership that leads to taking responsibility, self-starting proactivity, and a commitment to driving organizational success.				
<b>Learning &amp; Adaptability</b>	✓			
Exhibits openness and ability to learn, grow, and improve while fostering the same in others.				
<b>Thought Leadership</b>	✓			
Thinks clearly and intentionally, analysing information objectively, understanding issues and forming opinions.				
<b>Execution &amp; Drive for Results</b>	✓			
Is keenly motivated to achieve goals and act with accountability to deliver quality results.				
<b>Relationship Building</b>	✓			
Initiates and maintains positive relationships with others; discerning and appreciating the values, concerns, or feelings of others.				
<b>Communication &amp; Influencing</b>	✓			
Deliberately adjusts behaviour in order to address the feelings, needs or concerns of others; communicates clearly, confidently, and appropriately to influence others.				



## Skills

**How to Apply:** Interested candidates should submit a CV and a cover letter explaining their suitability for the role based on the responsibilities and qualifications listed in this terms of reference, clearly stating the position "**Logestic Assistant and Driver**" for which they are applying, to [jobs@fsdethiopia.org](mailto:jobs@fsdethiopia.org) before the end of the business day on April 30, 2025.

**Note:** FSD Ethiopia is an equal opportunity employer and welcomes applications from all backgrounds.