



## TERMS OF REFERENCE (TOR)

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Location	Tongatapu
Expected Duration	September 2023 to August 2025
Application Deadline	Monday, 25 September 2023
Position	Driver

### 1. Overview of Role

The Driver will provide a safe and timely transport of staff, the elderly clients and health care givers from one destination to the other for the Ma'a Fafine mo e Famili Inc. (MFF), in Nuku'alofa, Tonga. They will be a member of the MFF team.

### 2. Background

The Ma'a Fafine mo e Famili (MFF) is a Non-Government Organisation (NGO) which was formally established on the 15<sup>th</sup> April 2008. We are firstly a women's rights organisation and we have evolved to include, children, the elderly and those living with disabilities in our portfolio. We basically conduct counselling for victims of violence especially women, children, the elderly and we also refer them to the services that they need such as to the hospital, the police and legal services. We also run outreach training on legal literacy and transformational leadership to women and nowadays men, on their rights within the Constitution and the laws of Tonga. If there is a right that needs to be recognized, we research into it and lobby for it. Our *National Study on Domestic Violence Against Women 2012* was used as baseline for the formation of the *Family Protection Act 2013*. Our study on the *Experiences and Needs of Children Including those living with Disabilities, 2018* is now baseline for the drafting of the *Children's Protection Policy, 2023*. Another important element of our work is caring for the elderly, 60 years and over on Tongatapu, Ha'apai and 'Eua, Niuatoputapu and Niua Fo'ou. We have been doing this for the government since 2012.

Through the Tonga Australian Support Platform (TASP), MFF has been awarded grants that will enable them to deliver quality services to their target audiences whom are elderly clientele and young women leaders.

### 3. Purpose of the Role

The driver will be the main driver for the organisation. This person will safely and efficiently drive the health care workers from the health centres to the elderly clientele or vice versa for their medical checkups and medication. The driver will also carry out any other driving responsibilities that are assigned by the Director of the Organisation.

#### **4. Roles and Responsibilities**

- Drive office vehicles for the transport of health care workers, staff and elderly clientele
- Ensure that all vehicles comply with the Minimum Operating Security Standards (MOSS).
- Take care of the day to day maintenance of assigned vehicles, check oil, water, battery and brakes.
- Ensure that the assigned vehicle is kept neat and clean (interior and exterior) all the time.
- Log official trips, daily mileage, fuel consumption, oil changes and greasing, and the checking of tires.
- Follow all rules and regulations in relation to the Road Safety Transport Authority.
- Ensuring that all deliveries are signed
- Perform other duties as assigned by the Director.

#### **5. Essential Criteria**

- Having passed Form 5 High School Certificate.
- Having valid driving license with 5 years of driving experience.
- Able to work under minimal supervision and be proactive and initiative. Effective time management skills. Excellent interpersonal skills. Good communication skills. Ability to perform multiple tasks and work under pressure with a wide range individuals and institutions. Maintenance of confidentiality at all times

#### **6. How to apply**

Interested candidates should submit their CV along with their application letter, 2 referees, police record, medical record and a copy of a valid driver's license. These can be sent via e-mail to [mfftonga@gmail.com](mailto:mfftonga@gmail.com) no later than 25 September 2023.

Only those who will be shortlisted, will be contacted.