



Service Support - Driver



Who We Are

International Justice Mission (IJM) is the global leader in protecting vulnerable people from violence around the world. Our team of over 1,200 professionals are at work worldwide in over 30 offices. Together we are on a mission to rescue millions, protect half a billion, and make justice unstoppable.

We are a global community that cares for one another. We believe that the way we work is as important as the results we achieve. We provide professional excellence with joy and celebration to all those we serve.

The Need

For 25 years, IJM has pioneered the work to protect vulnerable people from violence. 9 out of 10 times in the last decade, IJM's Justice System Strengthening Projects have reduced slavery and violence between 50 and 85% for very large populations of people in poverty. As we grow to expand our impact to protect 500 million people from violence by 2030, we are seeking a driver to support all IJM sanctioned activities by transporting staff and/or goods from the office to their different points of destination in a safe and timely manner. The driver will closely coordinate with the Admin Manager and Security Manager to ensure vehicle assignments for the week and vehicle maintenance are scheduled accordingly. This role also provides logistical support and rescue operations support.

This position is based in Manila, Philippines with a 6-months fixed-term contract and reports to the Administration Manager.

Responsibilities:

Provide driving and related support services to Program Office

- Transport staff and partners/guests/clients to various locations as indicated in the Van Reservation Schedule; and
- Support the Investigation, Legal Intervention, and Victim Aftercare teams in the conduct of their departmental operations as well as joint operations with partners.

Assume full responsibility and accountability for assigned company vehicle

- Conduct daily check-up of vehicle (fuel, oil, tire, battery, etc.) to ensure that vehicle is always in good running condition; initiate replacement/repair if necessary;
- Ensure that vehicle is kept clean and secure, including ensuring that vehicle is parked in a safe/secure area;
- Ensure that vehicle tools and supplies are complete and/or in good working condition, initiate replacement/replenishment if necessary;

- Ensure that vehicles are submitted for periodic maintenance check as scheduled (every 5,000 km or 3 months, whichever comes first) and other repairs as necessary;
- Ensure that vehicle's registration and comprehensive insurance is renewed on a timely basis; and
- Document all uses of the vehicle in the Vehicle Logbook.

Qualifications:

- Minimum education - high school graduate;
- Ability to communicate in English and Filipino (both oral and written);
- Preferably with Driving (NC II certification) and defensive driving training;
- At least with 2 years experience in driving without past driving issues;
- Computer literate: basic Word and Excel;
- Has a professional driver's license;
- Ability to drive a 15-passenger van safely in both the city or rural areas;
- Ability to familiarize with streets in assigned and neighboring areas;
- Knowledgeable in basic troubleshooting/maintenance of vehicles; and
- Knowledgeable in using GPS and other navigational applications like Waze and Google Map as directional references.

Critical Qualities:

- Eager commitment to IJM's Core Values: Christian, Professional and Bridge-Building;
- Mature orthodox Christian faith;
- Ability to develop a genuine passion for IJM;
- Can work with minimum supervision;
- Reliable and able to adhere to a schedule;
- Patient;
- Persistent;
- Flexible;
- Professional in demeanor and oral communications;
- Ability to quickly understand and implement instructions;
- Has a good sense of direction and is street smart;
- Can work late and odd hours on occasion;
- Organized; and
- Evident passion to help people suffering injustice and oppression.

Application Process:

Please submit your updated Resume, Cover Letter, and Statement of Faith in one PDF document to phpeoplesupport@ijm.org on or before 18 July 2025.

IJM holds strict safeguarding principles and a zero tolerance to violations of the Safeguarding Policy, Protection against Sexual Exploitation, Abuse and Harassment Policy, and Code of Ethics. Candidate selection is based on technical competence, recruitment, selection and hiring criteria subject to assessing the candidates value congruence and thorough background, police clearance, and reference check processes.

**What is a statement of faith?*

A statement of faith should describe your Christian faith and how you see it as relevant to your involvement with IJM. The statement can either be incorporated into the cover letter or submitted as a separate document and should include, at a minimum, a description of your spiritual disciplines (prayer, study, etc.) and your current fellowship or place of worship.