



African Union



NEPAD Planning and
Coordinating Agency (NPCA)

www.nepad.org
info@nepad.org
Tel: +27 (0) 11 256 3600
Fax: +27 (0) 11 206 3762

P.O. Box
1234, Halfway House
Midrand, 1685
Johannesburg
South Africa

NEPAD PLANNING AND COORDINATING AGENCY

JOB PROFILE

DRIVER

Date opened: March 28, 2011

Date closed: April 8, 2011

POSITION SUMMARY AND JOB PURPOSE

Under the direct supervision of the Director of the NEPAD Planning and Coordinating Agency West Africa Mission, Dakar, Senegal, the Driver will be responsible for the following duties:

Terms of Reference

1. Drive office vehicles for the transport of authorised personnel.
2. Meet officials at the airport and facilitate immigration and customs formalities as required.
3. Collect and deliver mail, documents, and other items.
4. Ensure that all vehicles comply with the Minimum Operating Security Standards (MOSS).
5. Take care of the day to day maintenance of assigned vehicles, check oil, water, battery and brakes.
6. Log official trips, daily mileage, gas consumption, oil changes and greasing.
7. Follow all rules and regulations in relation to the management of NEPAD Planning and Coordinating Agency vehicles.
8. Perform other related duties as required.

Skills and Competencies

- ✘ Able to work under minimal supervision and be proactive and initiative.
- ✘ Integrity, flexible approaches to work coupled with enthusiasm, commitment and energy.
- ✘ The ability to work in a multi-cultural and multi-national environment.
- ✘ Good organization and planning skills.

- ✘ Effective time management skills.
- ✘ Excellent interpersonal skills.
- ✘ Ability to work in a team.
- ✘ 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.

Education, Training and Experience

- Minimum High School Certificate.
- Drivers Licence at least three (3) years old.
- Training in Mechanics will be an added advantage.
- At least three (3) years working experience as a Driver for a company, family or public service agency.
- Knowledge of computer applications (MS Word and Excel) will be an added advantage.

Station: The position will be based at the **NPCA Regional Mission in Dakar, Senegal**

Languages

Excellent English and/or French (spoken and written) and fluency in any other AU language would be an added advantage.

The New Partnership for Africa's Development (NEPAD) is a vision and strategic framework for Africa's renewal that is based on a shared understanding that it is imperative to eradicate poverty and position African countries on the road to sustained economic growth and development. NEPAD works closely with the African Union Commission (AUC), regional economic communities, national governments, research institutions and civil society organisations in its attempts to eradicate poverty in Africa whilst also voicing Africa's concerns at the global level. For more information go to: www.nepad.org

Submit completed applications by April 8, 2011 to:

Director of NEPAD Agency
West Africa Mission
BP 10707 Dakar-Liberté
Senegal
Email: wabnet@biosafety.net