

Driver– Administrative section : Source Rwanda

JOB PROFILE	JOB REQUIREMENTS
<p>JOB FRAMEWORK</p> <p><u>Job Title:</u> Driver</p> <p><u>Job location:</u> Delegation of the European Union to Rwanda</p> <p><u>Area of Activity:</u> Administrative Section</p> <p><u>Category and Career:</u> Local Agent – GF V</p> <p><u>Situation:</u> Vacant</p> <p>JOB CONTENT</p> <p><u>Overall Purpose:</u></p> <ul style="list-style-type: none"> ▪ The Driver will occupy a specific job function under the direct supervision and responsibility of the Head of Administration. ▪ The job function may change in accordance with the needs of the Delegation. ▪ The Driver will drive the Head of Delegation and the Delegation’s staff on general assignments and official missions. ▪ He/she will assist the administrative section in the day-to-day tasks. ▪ The Driver will partake as needed in the other activities of the Delegation in accordance with instructions from the Head of Administration or the Head of Delegation. <p><u>Functions and duties:</u></p> <ul style="list-style-type: none"> ▪ Drive the Head of Delegation on rotation basis with other drivers of the Delegation on general assignments (Meetings, representation activities...) or official missions within the country. ▪ Drive the Delegation’s staff on general authorised assignments or official missions within the country. ▪ Drive occasionally visitors and/or VIP from European Institutions in official visits. ▪ Drive all types of service vehicles of the Delegation (manual or automatic, passenger vehicle, 4x4, pick up, etc...), in all types of weather conditions, on all types of surfaces (tar road, track road...) and in all types of traffic conditions, within the country and to neighbouring countries, in a safely and skilfully way , respecting Rwanda traffic rules. ▪ Perform duties of driver in a courteous and professional manner, being mindful at all times of security issues and road conditions. ▪ Professionally represent the Delegation and the European Union through responsible driving, and wearing the approved uniform. ▪ Develop and maintain good knowledge of location of offices, buildings and other sites visited by Delegation staff in Kigali and throughout Rwanda. Plan and research driving routes and destinations to ensure timely arrival at specified destinations. ▪ Perform the day-to-day maintenance of assigned vehicle(s); checking oil, water, battery, tyres (etc...) and before undertaking a long driving. 	<p>EDUCATION & TRAINING</p> <ul style="list-style-type: none"> ▪ Minimum completion of secondary education. ▪ Valid driving license of class B issued in Rwanda. ▪ Specialised driving training courses are an asset : defensive driving and armoured vehicle. ▪ Training courses in First Aid or/and Security practices are an asset. <p>KNOWLEDGE & EXPERIENCE</p> <ul style="list-style-type: none"> ▪ Minimum 5 years experience as professional driver. ▪ Work experience in a Diplomatic Mission or an International Organisation in Rwanda is an asset. ▪ Excellent knowledge of local traffic laws. ▪ Excellent knowledge of the city of Kigali and the country. ▪ Mechanical knowledge or experience is an asset. <p>SKILLS:</p> <p><u>Language skills:</u></p> <ul style="list-style-type: none"> ▪ Good command of English (B2 Level) ▪ Oral and written in French and Kinyarwanda are an asset. <p><u>Communication Skills:</u></p> <ul style="list-style-type: none"> ▪ Capacity to communicate clearly and draft precisely when needed. <p><u>Interpersonal skills:</u></p> <ul style="list-style-type: none"> ▪ Good ability to work in a team ▪ Excellent service minded attitude ▪ Ability to adapt and to work in a multi-cultural environment <p><u>Organisational skills:</u></p> <ul style="list-style-type: none"> ▪ Capacity to manage priorities, to maintain accurate records and to handle difficult situations that may occur. <p><u>IT skills:</u></p> <ul style="list-style-type: none"> ▪ Computer literacy enabling a quick adaptability to new software, including the software applications specific to the European Union; ▪ Ability to use a smartphone and specific traffic applications. <p>PERSONAL QUALITIES</p> <ul style="list-style-type: none"> ▪ Discretion and punctuality. ▪ Commitment to represent the prestige of the European Union and wearing the approved uniform. ▪ Flexibility to work under pressure and in overtime (late in evenings, during weekends and public holidays). ▪ Availability to be on official missions for several days in a row.

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| <ul style="list-style-type: none">▪ Maintain the appearance of Delegation vehicles, inside at all times, and outside when conditions permit.▪ Ensure the security of Delegation vehicles when outside Delegation premises.▪ Report immediately to the line manager defects or repairs needed to vehicles.▪ Complete daily log-books and records detailing official trips, daily mileage, petrol consumption, oil changes etc of the Delegation vehicle.▪ Complete incidents or accident reports as required.▪ Assist with general administrative tasks when required, relating to Delegation staff, property and management, as directed by the Head of Administration.▪ Deliver or collect documents, materials and light equipment as directed.▪ Liaise with local authorities and other contacts in following up on matters related to the Delegation's administration, including customs clearance and vehicle registration.▪ Assist with representational activities of the Delegation (receptions, meetings, dinners).▪ Undertake other tasks in line with his/her competencies, as assigned by the Head of Delegation or Head of Administration, and provide appropriate backstopping for absent colleagues. | <ul style="list-style-type: none">▪ Commitment to assure quality, speed and accuracy in performing administrative duties |
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