



### Job Description for Driver

#### Employer

|                      |   |
|----------------------|---|
| <b>EU Delegation</b> | <i>EU DELEGATION TO GHANA</i>                             |
| <b>Location</b>      | <i>The Round House. 81 Cantonments Road. Accra. Ghana</i> |

#### Job description

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|--|---|
| <b>Group</b>   | <i>AL-5</i>   |
| <b>Section in the organisation chart</b>             | <i>Administration</i>   |
| <b>Next hierarchical superior (who to report to)</b> | <i>Head of Administration</i>   |
| <b>Working hours</b>                                 | <i>37,5 weekly. Fixed schedule or shift systems.</i>  |
| <b>Working environment/conditions</b>                | <i>Multicultural environment</i>  |
| <b>Job objective</b>                                 | <i>To serve as a driver for the Delegation of the European Union in Ghana.</i>  |
| <b>Main Tasks</b>                                    | <ul style="list-style-type: none"> <li>▪ <i>Drive Head of Mission, VIP officials and staff members on general assignments within Accra and on official missions across Ghana or to neighbouring countries;</i></li> <li>▪ <i>Plan for traffic, construction and weather delays and adapt schedules accordingly;</i></li> <li>▪ <i>Use navigation applications to determine the best route;</i></li> <li>▪ <i>Arrive at destination on schedule;</i></li> <li>▪ <i>Responsible for day-to-day maintenance of assigned vehicle(s); checking oil, water, battery, tyres and minor servicing;</i></li> <li>▪ <i>Ensure that the vehicle is always fuelled and ready for use;</i></li> <li>▪ <i>Clean vehicles regularly (inside and outside);</i></li> <li>▪ <i>Responsible for the renewal of insurance and roadworthiness certificates of assigned vehicle(s);</i></li> <li>▪ <i>Monitor servicing due dates of assigned vehicle(s);</i></li> <li>▪ <i>Report of defects or repairs needed on assigned vehicle(s);</i></li> <li>▪ <i>Keep mileage records and repair records up-to-date (completion of logbooks detailing official trips, petrol consumption);</i></li> <li>▪ <i>Check regularly assignments attributed in the appropriate IT tool;</i></li> <li>▪ <i>Liaise with Ambassador's office and other secretaries for additional clarifications regarding assignments attributed;</i></li> <li>▪ <i>Fulfil administrative needs, like office pickups, delivery or collection of mail, documents, materials and equipment upon request;</i></li> <li>▪ <i>Airport pickups upon requests;</i></li> <li>▪ <i>Perform any other duties falling in the scope of competences assigned by the Head of Delegation or Head of Administration.</i></li> </ul> |
| <b>Personal skills</b>                               | <i>Sense of navigation, defensive driver, alert, punctual, reliable, flexible on hours, responsible, interact with others professionally, polite and discrete at all times, proactive and respectful of hierarchy;</i>  |
| <b>Appearance</b>                                    | <i>Wear daily assigned uniform and ensure clean and presentable appearance at all times</i>   |
| <b>Specific physical requirements (if any)</b>       | <i>Fit to drive: excellent vision, hearing and resilience to long hours in cars. The successful candidate will have to undergo specific pre-recruitment medical examinations.</i>   |

**Job specifications**

|   | <b>Compulsory requirement</b>  | <b>Asset</b>  |
|---|--|---|
| <b>Qualifications</b>                     | <i>Secondary education certificate;<br/>Police clearance report;<br/>Valid driver's license (minimum class B);<br/>Computer literacy (outlook, office applications, internet usage).</i>   | <i>Any additional training for drivers.<br/>Additional driving license class (A, C, D, F)</i> |
| <b>Professional experience</b>            | <i>Minimum five years experience driving across Ghana</i>  | <i>Working experience with a diplomatic mission or international organisation.</i>            |
| <b>Professional skills</b>                | <i>Capacity to operate a vehicle safely;<br/>Ability and tenacity to drive on dirt roads and difficult terrain;<br/>Ability to handle any situation on the road, maintenance knowledge and problem-solving skills;<br/>Good knowledge of the road map of Accra and best routes to major cities in Ghana;</i> |   |
| <b>Knowledge of languages</b>             | <i>Very good communication skills in English (oral &amp; written)</i>  | <i>Any other languages including local ones.</i>  |
| <b>Management and organisation skills</b> | <i>Ability to research and plan for traffic, by use of navigation applications to determine the best route to arrive at destinations on schedule;<br/>Strong knowledge of traffic laws, able to work outside office hours and weekends</i>   |   |