



External Publication of Job Posting

50167583

Job Posting Title

Driver (Local)

Start Date

15.12.2016

End Date

15.01.2017

Reference Code

PSOD015

Job Title

Driver (Local)

Organization

The African Union, established as a unique Pan African continental body, is charged with spearheading Africa's rapid integration and sustainable development by promoting unity, solidarity, cohesion and cooperation among the peoples of Africa and African States as well as developing a new partnership worldwide. Its Headquarters is located in Addis Ababa, capital city of Ethiopia.

In seeking to achieve this objective, the African Union intends to strengthen its capacity to deliver by, among others, the implementation of its organizational structure and the filling of all vacant posts.

Department

Job title: Driver
Grade: GSB7 (Step 5)
Department: Peace and Security
Directorate Peace and Security
Duty Station: AULO, Madagascar

Tasks

The Driver shall perform the following tasks:

- Drive office vehicles and transport authorized personnel.
- Receive officials at the airport;
- Collect and deliver mail, documents, and other items.
- 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.
- Log official trips, daily mileage, gas consumption, oil changes and greasing;

Requirements

1. Qualifications and Experience Required

- Minimum High School Certificate.
- Driver's License 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.

2. Other relevant skills

- 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.

3. Language requirement

Proficiency in one of the African Union working languages. Knowledge of one or several other working language (s) would be an added value.

4. Tenure of Appointment:

The appointment will be made on a fixed term contract for a period of one year, of which the first 3 months will be considered as a probationary period.

5. Gender Mainstreaming:

The AU Commission is an equal opportunity employer and qualified women are strongly encouraged to apply.

6. Remuneration

Indicative basic annual salary of US\$ 9,979.70 per annum GSB7 (Step5) for locally recruited staff of the Commission.

Applications must be made through the AUC E-recruitment Website
Not later than 15th January 2017..

Directorate of Administration and Human Resource Management

Employment Fraction

Full-time

Branch

Madagascar Office