



External Publication of Job Posting

50185226

Job Posting Title

Driver/Mail Runner (Local)

Start Date

08.02.2017

End Date

10.03.2017

Reference Code

HRST201702083

Job Title

Driver/Mail Runner

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/Mail Runner
Grade: GSB7 (Step 1)
Posts: 1
Directorate: Human Resources, Science and Technology
Duty Station: Ouagadougou, Burkina-Faso

As this is a local position, applicants must be holders of valid residence and work permits of the duty station

Project

To render transportation services within the city and surrounding areas.

Tasks

- Operate and maintain official motor vehicles in a clean and serviceable condition. Perform minor maintenance when necessary;
- Transport Officials of the Organization and visiting Personnel to and from all Diplomatic Missions and/or International Organization and Government Offices;
- Handle distribution of documents/messages within the office;
- Deliver official documents and/or pick up and deliver light office equipment using official passenger motor vehicles or light pick up trucks or vans;
- Perform any other duties as assigned by Supervisor.

MEASURES OF PERFORMANCE

- Official vehicles are maintained in a clean and serviceable condition;
- Log books for the movement of official vehicles, delivering of official documents are well maintained;
- Messages/Documents etc. delivered to AUC, Partners, etc.;
- Officials transported as required.

Requirements

1. Qualifications and Experience Required

- A minimum of School Leaving Certificate. A higher qualification will be an added advantage;
- Holder of a valid Grade 4 and above Driving License;
- Minimum of 5 years working experience;
- Ability to speak, read and write one of the AU working languages in an excellent manner. Knowledge of any of the other three languages 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 three (3) years, of which the first twelve months will be considered as a probationary period. Thereafter, the contract shall be for a period of two years renewable, subject to satisfactory performance and deliverables.

5. Gender Mainstreaming:

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

6. Remuneration

Indicative basic salary of US\$ 6,536.00 per annum GSB7 (Step 1) for locally recruited staff of the Commission.

Applications must be made through the AUC E-recruitment Website

Not later than 10 March 2017.

Directorate of Administration and Human Resource Management
African Union Commission

Applications are pre-screened by the system according to the published requirements of the job opening on the basis of the information provided in the application. In relation to the requirements of the job opening, applicants must provide complete and accurate information pertaining to their qualifications, including their education, work experience, and language skills. Each applicant must bear in mind that submission of incomplete or inaccurate applications may render that applicant ineligible for consideration for the job opening. Initial screening and evaluation of applications will be conducted on the basis of the information submitted. Applications cannot be amended following submission. Candidates under serious consideration for selection will be subject to a reference-checking process to verify the information provided in the application

Contract Type

Regular (Long Duration)

Employment Fraction

Full-time

Branch

CEIFFA, Ouagadougou