



External Publication of Job Posting

50327107

Job Posting Title

Driver (Local)

Start Date

10.10.2017

End Date

11.11.2017

Reference Code

AFCONE201710103

Job Title

Driver (Local)

Organization

The African Commission on Nuclear Energy (AFCONE) is an autonomous organ established by the African Nuclear-Weapon-Free Zone Treaty (Treaty of Pelindaba). AFCONE is established for the purposes of ensuring States Parties' compliance with their obligations pursuant to the Treaty and promoting regional and international cooperation in the peaceful applications of nuclear science and technology.

The AFCONE Secretariat is the executive body acting under the guidance of AFCONE and the management of the Executive Secretary and carries out the day-to-day work of implementing the programme of work of AFCONE as well as the decision adopted by AFCONE and the Conference of States Parties. The Secretariat also provides technical and administrative support to AFCONE and the Conference of States Parties

Department

Job title: Driver (Local)
Grade: GSB 7
Supervisor: Administrative and Finance Officer
Unit: AFCONE Secretariat
Duty station: Pretoria, South Africa

Tasks

Under the supervision of the Administrative and Finance Officer, the Driver perform the following duties:

- a. Serve as a driver/messenger to the AFCONE Secretariat, driving assigned vehicles. Such a task should

be undertaken in accordance with traffic laws and regulations of the Republic of South Africa.

- b. Keep the assigned vehicle(s) in clean condition and carry out daily routine maintenance checks on the vehicle/s to establish roadworthiness and make recommendations concerning repair and service. Such checks should focus but not limited to –oil, water, battery, lights, brakes, tyres, communication system, etc;
- c. Maintain the vehicle logs in accordance with established administrative procedures of the AFCONE Secretariat.
- d. Driving office vehicles for the transport of authorized personnel and delivery and collection of mail, documents and other items;
- e. Perform any other related duties as may be assigned or required.

Requirements

1. Qualifications and Experience Required

Educational Qualifications: Secondary school education or equivalent, with Valid Driver's license and very good knowledge of driving rules, regulations and courtesies.

Work Experience: 6-8 years work experience as a driver.

Other Relevant Skills

- Safe driving record;
- knowledge of driving rules and regulations and skills in minor vehicle repair;
- Demonstrates a client-oriented approach, high sense of responsibility, courtesy, tact and the ability to work with a diversity of people and clients.

Language requirements: Fluency in spoken and written English is required. Knowledge of other working languages of the African Union is an added advantage (Arabic, French and Portuguese).

2. Tenure of appointment

The appointment shall be for an initial period of two (2) year, the first three (3) months of which shall be on probationary period. It shall be renewable, subject to satisfactory performance and availability of funds.

3. Gender mainstreaming

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

4. Remuneration

The salary attached to the position is annual Gross salary of US\$ 9,979.70 (GSB 7, Step 5) inclusive of all entitlements.

5. Applications

Applications must be made through the AUC E-recruitment Website <http://www.aucareers.org> not later than 11 November 2017.

Note: As this is the re-advertisement of this position, those who had previously applied may not re-submit their

applications as these names are already stored in the AUC database.

Employment Fraction

Full-time

Branch

African Commission on Nuclear Energy