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Job Posting Title

DRIVER/MAIL RUNNER (AIR)

Start Date

07.11.2018

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09.12.2018

Reference Code

AIR / 2018/15 / 03

Job Title

DRIVER/MAIL RUNNER (AIR)

Organization

The African Union (AU), established as a unique Pan African continental body, is charged with the responsibility of 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.

The African Institute for Remittances (AIR) was established in 2014 as a Specialized Technical Office of the African Union Commission (AUC) with the aim to assist the AU Member States to maximize the impact of remittances for social and economic development in Africa.

The Commission of the African Union invites applicants who are national and citizens of AU Member States for a position of Driver/Mail Runner for the African Institute for Remittances.

Department

1. Post

Job title: Driver/Mail Runner - Local

Grade: GSB6

Department/Agency: African Institute for Remittances

Supervisor: Finance and Administration Officer, AIR

Duty Station: Nairobi, Kenya

Number of Posts: 1

Project

2. Job Purpose

Under the direct supervision of the Finance and Administration Officer, the Driver/Mail Runner shall render

transportation services within the city and surrounding areas.

Tasks

Major Duties and Responsibilities

The Driver/Mail Runner, AIR shall:

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

Measures of Performance:

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

Requirements

3. Academic Qualifications

Secondary School Leaving Certificate and Holder of a valid Driving License with a Minimum of 5 years driving experience.

A Certificate in VIP, Defensive driving or mechanic engineering and/or a higher qualification will be an added advantage.

4. Required Skills and Competences

A. Functional Skills

- Good knowledge of document handling
- Good experience in driving officials
- Excellent knowledge of traffic rules and defensive driving.
- Car maintenance skills
- Good communication skills
- Time management skills
- Planning and organizing

B. Personal Abilities

- Good knowledge of document handling
- Good experience in driving officials
- Excellent knowledge of traffic rules and defensive driving;
- Adaptive, patient, resourceful, resilient and flexible;
- Pro-active and solutions oriented.

5. Language Requirement:

Applicants must speak, read and write at least one of the African Union working languages (English, French, Arabic, Portuguese). Knowledge of one more or several other working languages would be an added advantage.

6. Tenure of Appointment:

The appointment will be made on regular term contract for a period of three (3) years, of which the first twelve months be consider as a probationary period. Thereafter, the contract will be for a period of two years renewable, subject to satisfactory performance and deliverables.

7. Gender Mainstreaming:

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

8. Remuneration:

The indicative annual salary attached to the position is an indicative basic salary of US\$ 6,033.00 (GSB6 Step1) per annum plus other related entitlements e.g. education allowance (up to a maximum of US\$ 3,300.00 related expenses for every eligible dependent per annum for the locally recruited staff).

How to Apply

All applications must reach the African Union Commission not later than 9 December 2018 through the AU Commission's website <http://www.aucareers.org>.

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.

Directorate of Administration and Human Resources
Management, African Union Commission
Addis Ababa, Ethiopia

Contract Type

Regular (Long Duration)

Employment Fraction

Full-time

Branch

AFRICAN INSTITUTE FOR REMITTANCES (AIR)

City

Nairobi