



JOB DESCRIPTION

JOB CODE: 0121

DATE:

Position	DRIVER
Institution	West African Health Organisation (RCSDC)
Duty Station	Abuja, Nigeria
Grade:	G1/G2/G3
Salary in Dollar	6,246.50/17,366.81
Number of Positions:	1
Directorate:	Administration and Finances
Division:	Administration and Human Resources
Supervisor:	Head of Administration and Finance
Supervises	

Summary of Post:

Working under the supervision of the HAF, the Driver shall be responsible for picking and dropping of guests at the airport, driving the Administration and Finance staff to and from the banks, drive staff, delegates, guests etc. to and from meetings and all official functions, perform official errands such as payment of utility bills, collection and delivery of mail, etc.

Role & Responsibilities

1. Maintain vehicle clean at all times.
2. Safely transport staff and guests in a timely, safe and courteous manner.
3. Move office material from one office site to another.
4. Distribute mail.
5. Maintain an accurate of vehicle's log book and complete pre-trip inspections.
6. Ensure that the vehicle has enough fuel at all times (minimum fuel half tank).
7. Execute tasks with minimum supervision.
8. Observe vehicle's routine maintenance.
9. Carry out any other duty as might be assigned by supervisor.

Academic Qualifications and Experience

Education: West African School Certificate or equivalent certificate with a formal driver training certificate and a valid driver's license/ certification to operate assigned vehicle.

Experience:

- at least 4 years of work experience as a driver, preferably for an international organization involving a variety of makes and models of vehicles;
- excellent working knowledge of local rules and regulations, and ability to read and interpret documents such as safety rules and operating and maintenance instructions;
- good knowledge of defensive driving practices, chauffeur protocol and courtesies, local roads and conditions, and protocols of relevance to safety and security of passengers during inclement weather, terrorism events, motor accidents, criminal and violent incidents;
- Knowledge of basic vehicle maintenance (e.g. circle check) and ability to assess vehicles for mechanical fitness and minor vehicle repairs.



JOB DESCRIPTION

JOB CODE: 0121

DATE:

ECOWAS Key Competencies

G2-02-01 LEADERSHIP

- ability to take the required initiative in carrying out assigned duties;
- demonstrates respect for colleagues, supervisors and co-workers from same work unit;
- self-reliant and uses judgment when seeking assistance/guidance from supervisor or co-workers;
- consistently strives to perform at a high level and to learn from experiences.

G2-03-01 CLIENT SERVICE ORIENTATION

- ability to interact with a wide range of people, frequently exchanging information about ECOWAS office operations or services of relevance to assigned responsibilities;
- good judgment when determining when to seek assistance from supervisor or colleagues in the provision of client services;
- ability to be respectful, courteous and professional, remaining composed, even in challenging circumstances.

G2-04-01 MULTICULTURAL SENSITIVITY AND ADVOCACY

- empathy, good judgment, tact and diplomacy and shows respect for colleagues and co-workers;
- actively listens to others and tries to understand their perspectives/requirements/needs;
- ability and responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work;
- knowledge of employee expectations relating to ECOWAS diversity management and multiculturalism.

G2-05-01 KNOWLEDGE OF ECOWAS

- good knowledge of the mandates of the department of own organization and who to seek within ECOWAS for information important to the executing assigned duties;
- clearly understands the role, objectives and targets of ECOWAS and how they fit into the work of the unit and assigned tasks;
- broad knowledge of the mandate of the organization and its origin;
- ability to internalize strong work ethics as expected by ECOWAS e.g. honesty, trustworthy, integrity in the execution of duties.

G2-06-01 ANALYTICAL AND CRITICAL THINKING

- comfortable working with different types of information e.g. written, numerical, charts, and carries out calculations such as arithmetic, percentages;
- draws appropriate conclusions from information;
- ability to be thorough and conscientious including when carrying out detailed, stress inducing, routine and/or repetitive tasks;
- ability to be enthusiastic and resilient, persevering in the face of challenges and setbacks which occur during the regular execution of duties.



JOB DESCRIPTION

JOB CODE: 0121

DATE:

G2-07-01

COMMUNICATION

- fluency in one of the three ECOWAS official languages (English, French & Portuguese)
- ability to express ideas and messages tactfully to create and maintain harmonious relationships and to facilitate the transmission of routine information;
- ability to actively listen and demonstrate empathy;
- ability to use technology as determined by assigned responsibilities and internal standards;
- proficiency in information communication technologies (ICT);
- fluency in oral and written expressions in one of the ECOWAS official languages of the Community (English, French & Portuguese). Knowledge of an additional one will be an added advantage.