JOB PROFILE

<table>
<thead>
<tr>
<th>JOB TITLE</th>
<th>DRIVER</th>
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<tbody>
<tr>
<td>INSTITUTION</td>
<td>GIABA</td>
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<tr>
<td>GRADE</td>
<td>G1/G2/G3</td>
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<tr>
<td>ANNUAL SALARY</td>
<td>UC 17,147.29 ($27,055.00)/UC18,582.49 ($29,319.45)/UC23,895.00 ($37,701.53)</td>
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<tr>
<td>EXECUTIVE</td>
<td>DIRECTORATE OF ADMINISTRATION AND FINANCE</td>
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<td>MANAGEMENT</td>
<td></td>
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<tr>
<td>DIVISION</td>
<td>ADMINISTRATION &amp; CONFERENCE</td>
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<tr>
<td>LINESUPERVISOR</td>
<td>ADMINISTRATION &amp; CONFERENCE OFFICER</td>
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<tr>
<td>DURATION</td>
<td>PERMANENT</td>
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<tr>
<td>DUTY STATION</td>
<td>DAKAR, SENEGAL</td>
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ROLE OVERVIEW
Under the supervision and guidance of the Administrative &Conference Officer, the incumbent shall be responsible for the following tasks:

ROLES AND RESPONSIBILITIES
- Driving staff and other passengers on missions or visits;
- Ensuring frequent maintenance of the assigned vehicle;
- Ensuring the safety of people and goods transported;
- Undertaking minor repairs and ensure that major repairs are brought to the attention of the administrative authority;
- Presenting safety briefing notes to passengers prior to each departure;
- Assisting passengers, including disabled passengers, in and out of the vehicle;
- Responding immediately to accidents or medical emergencies by notifying emergency responders and providing first aid until emergency personnel arrive;
- Ensuring the cleanliness of the vehicle, keep a record of official movements, daily mileage, fuel consumption, oil changes, lubrication, etc.;
- Maintaining up-to-date vehicle documents (transportation /travel requests, dashboards, personnel transportation forms, vehicle maintenance, fuel purchases, incident reports, accident reports and other documents requested by management) etc;
- Ensuring that all the formalities provided for in the regulatory provisions are fulfilled in the event of an accident;
- Any other duties as required.

QUALIFICATIONS/EXPERIENCES
- Secondary education and a valid driving licence;
- At least 2 years’ experience as a driver in an organization;
- Courtesy, presentable and discreet;
- Ability to carry out minor engine repairs;
- Must be very familiar with the city of Dakar and its surroundings;
- Good qualities and interpersonal relationships and communication;
- Ability to prepare concise and accurate records;
- Ability to recognize vehicle maintenance needs;
- Ability to perform minor maintenance needs

Age: The minimum age for recruitment is 24 and the maximum is 50

Languages: English, French, and Portuguese are the working languages of the GIABA Secretariat. For the post advertised, understanding of English is required and comprehension and articulation of either French or Portuguese is required.
ECOWAS KEY COMPETENCES

- Understand your own role within the team and strive to contribute meaningfully to the work;
- Adapt quickly to new ways of doing the work requested;
- Ability to follow simple instructions and systematically complete the work within the stipulated deadlines;
- Ability to learn from others and independently by reading instructions, guidelines and work manuals.
- Ability to interact with others in a frank, timely and direct manner;
- Demonstrated ability to communicate general information in an accurate and user-friendly manner;
- Ability to deal with clients or difficult situations effectively, understanding one’s own limitations and knowing when to ask for help.
- Knowledge of the diversity and multicultural nature of ECOWAS and GIABA management;
- Ability to interact with others in a manner that is appropriate and respectful of multicultural nature and diversity of policies/expectations;
- Ability to ask questions in order to understand the expectations of multicultural nature and diversity in the daily performance of assigned tasks and to learn from experiences in the daily performance of assigned tasks and to learn from experiences.
- Clearly understand the objectives and targets of the assigned work;
- Demonstrated knowledge of the mandate of the Organization;
- Ability to understand, apply and explain ECOWAS and GIABA procedures and work instructions.
- Ability to demonstrate, in the performance of assigned tasks, values reflecting the expectations of ECOWAS, for example, honesty, trust, integrity.
- Maintain quality records that are easy for others to understand;
- A good knowledge of the people to contact within ECOWAS and GIABA to obtain important information for the execution of assigned tasks;
- Ability to write with correct grammar and spelling and to draw reasonable conclusions.
- Ability to communicate clearly and fluently, orally and in writing, in English or in French or Portuguese;
- Good written communication skills in order to understand correspondence/letters and respond accordingly;
- Ability to use technology according to assigned responsibilities and internal standards.
- Approach and perform all tasks in a thorough and organized manner;
- Ability to identify and appreciate the urgency and importance of different tasks;
- Ability to perform tasks according to step-by-step instructions.

Assessment of qualified candidates may include an written exercise and a competency based interview.

Special Notice: This position is subject to local requirement pursuant to staff rule article 9.3 of the ECOWAS Staff Regulations (revised 2022). All staff in the General Service and related categories shall be recruited in the country or within commuting distance of the GIABA Secretariat, irrespective of their nationality and of the length of time they may have been in the country. A staff member subject to local requirement shall not be eligible for the allowance or benefits exclusively applicable to international recruitment.