



JOB PROFILE

JOB TITLE	Driver
INSTITUTION	ECOWAS Regional Electricity Regulatory Authority (ERERA)
GRADE	G1/G2/G3
ANNUAL SALARY	UA16,861.73 USD26,604.43/UA18,202.06 USD28,719.20/UA23,161.58 USD36,544.33
STATUS	Permanent
AGENCY	ECOWAS Regional Electricity Regulatory Authority (ERERA)
DEPARTMENT	Regulatory Council
DIRECTORATE	Administration, Finance & Human Resources
DIVISION	Administration, Human Resources and Finance
LINE SUPERVISOR	Principal Officer, Administration, HR and Finance
SUPERVISING	
DUTY STATION	ACCRA, GHANA

ROLE OVERVIEW

Under the supervision of the Principal Officer, Administration, HR and Finance, the incumbent shall provide support to the fleet management & transport of the office with everyday operations in making sure of the smooth running of the assigned vehicles.

ROLE AND RESPONSIBILITIES

- Perform the daily preventive maintenance checks before moving a particular vehicle for the first time in the day;
- Perform airport departure and arrival formalities when required;
- Monitor consumption of fuel and lubricants by vehicles to ensure their efficient use;
- Initiate timely requests for fuel replenishments;
- Maintain accurate record of fuel/lubricant usage for planning and audit purposes;
- Ensure accurate completion of vehicle log books by drivers;
- Carry out any other duties that may be assigned.

ACADEMIC QUALIFICATIONS AND EXPERIENCE

- West African School Certificate or equivalent certificate with a formal driver training certificate and a valid driver's license/ certification to operate assigned vehicle.
- 2 years' experience as a driver, preferably for an international organization involving a variety of makes and models of vehicles;
- Working knowledge of traffic rules and regulations, and ability to read and interpret traffic signs and documents such as safety rules, and operating and maintenance instructions;
- Experience in maintaining a vehicle log book;
- 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.

AGE LIMIT

Be below 50 years old. This provision does not apply to internal candidates.

