



JOB VACANCY: DRIVER

Job Title: Driver
Position Level: GSA 4 (Local) Short Term
Duty Station: AFRICAN PEER REVIEW MECHANISM (APRM)
SECRETARIAT, Midrand, Johannesburg, South Africa
Supervisor: Chief Executive Officer, African Peer Review Mechanism

Under the supervision of the Chief Executive Officer or his/her delegate, the driver will be responsible for the following duties:

KEY PERFORMANCE AREAS

- Drive office vehicles for authorized personnel.
- Meet high level official personnel at the Airport.
- Facilitate immigration and customs formalities as required.
- Deliver mail, documents and other items to Embassies, Government Offices and United Nations (UN) and African Union (AU) offices.
- Ensure that all vehicles comply with the Minimum Operating Security Standards (MOSS).
- Ensure daily maintenance and management of the vehicle.
- Maintain and update the log book on a daily basis.
- Perform any other duties as may be assigned.

JOB REQUIREMENTS

- Excellent Professional driving skills
- Ability to provide chauffeur protocol to high level official personnel
- Knowledge of South Africa road and driving regulations
- Knowledge of road security and safety issues
- Knowledge of Diplomatic offices, UN offices and Government offices
- Ability to work in a multi-cultural and multi-national environment
- Good interpersonal communication skills
- Skill in minor vehicle repairs
- Ability to perform under minimal supervision
- Ability to work under pressure
- Professional appearance and punctuality
- Maintenance of confidentiality at all times.

EDUCATION, TRAINING AND EXPERIENCE

- Completion of Matric (Grade 12)
- Completed VIP Protection course and Security Certificate
- Valid Driver's license with valid PDP (Professional Drivers Permit)
Knowledge of computer applications (MS Word and Excel) will be an added advantage
- Three (3) years of working experience as a professional VIP Chauffeur or Driver, preferably in an international organization.

LANGUAGE REQUIREMENTS

- Excellent English and / or French (spoken and written) and fluency in any other AU Language would be an added advantage.

NOTE: ALL THE NECESSARY BACKGROUND CHECKS WILL BE PERFORMED FOR THIS ROLE

Interested candidates may send their applications to the following address not later than 23 March 2016