



JOB PROFILE

JOB TITLE	DRIVER
JOB CODE	0107
INSTITUTION/AGENCY	WEST AFRICAN HEALTH ORGANISATION (WAHO)
GRADE	G1/G2/G3
DIRECTORATE	ADMINISTRATION AND FINANCE
ANNUAL SALARY	6,246.50 – 17,366.81
NUMBER OF POSITIONS	5
STATUS	PERMANENT
DIVISION	ADMINISTRATION AND HUMAN RESOURCES
LINE SUPERVISOR	PROFESSIONAL OFFICER /GENERAL ADMINISTRATION
SUPERVISING	N/A
DUTY STATION	CÔTE D'IVOIRE

ROLE OVERVIEW

Under the supervision of the Professional Officer in Charge of General Administration, the driver shall carry guests, delegates and staff to and from the airport, WAHO offices, meeting venues and official ceremonies. He/she also shall transport administrative and financial staff between the offices and various banks, and performs other tasks such as paying utility bills, collecting and distributing mail, etc.

ROLE AND RESPONSIBILITIES

1. Ensure that the vehicle is always maintained and kept clean.
2. Transport staff and guests safely, courteously and punctually.
3. Transport office equipment between sites.
4. Distribute mail.
5. Ensure that all vehicle particulars are kept up to date and carry out road worthiness inspections and other necessary checks before each trip.
6. Ensure that the vehicle always has sufficient fuel (tank at least half full).
7. Perform routine vehicle maintenance.
8. Perform any other duties as may be assigned by line manager.

ACADEMIC QUALIFICATIONS, SKILLS EXPERIENCE

Education:

- Hold a secondary school certificate, such as a Baccalaureate or equivalent. Also hold a certificate attesting to training at a driving school, as well as a valid driving licence appropriate for the type of vehicle concerned.

Work experience:

- Have four (4) years of experience as a driver, preferably within an international organisation with a varied fleet of vehicles.
- Practical knowledge of the Highway Code and traffic regulations with ability to read and interpret road signs and technical documents such as safety, user and maintenance manuals.



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- Practical knowledge of defensive driving techniques, professional courtesy protocols and rules, local roads and conditions, and passenger safety protocols in the event of bad weather, acts of terrorism, road accidents or criminal incidents.
- Basic vehicle maintenance skills, know how to perform inspections and assess the operating condition of the vehicle, and carry out minor repairs.

AGE LIMIT

- Must be a citizen of an ECOWAS Member State.
- Must not be more than 35 years of age at the time of recruitment. This does not apply to internal candidates.

ECOWAS KEY COMPETENCIES

G1-01-01 LEADERSHIP

- Ability to show necessary initiative in carrying out assigned tasks.
- Ability to show respect for colleagues, supervisors and co-workers in the same work unit.
- Ability to demonstrate autonomy and good judgement when seeking assistance or advice from line manager or colleagues.
- Constantly strive to achieve a higher level of performance and ability to learn from experience.

G1-02-01 CLIENT SERVICE ORIENTATION

- Ability to interact with a wide range of people through frequent exchanges of information on ECOWAS office operations or services related to assigned responsibilities.
- Ability to use good judgement to know when to seek assistance from line manager or colleagues in the performance of duties.
- Ability to show respect, courtesy and professionalism, and remain calm in all circumstances.

G1-03-01 MULTICULTURAL SENSITIVITY AND ADVOCACY

- Demonstrate empathy, judgement, tact, diplomacy and respect towards colleagues and co-workers.
- Ability to listen actively to and understand the points of view, requirements or needs expressed by others.
- Ability and responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.
- Have a good understanding of staff expectations as it relates to diversity and multiculturalism management within ECOWAS.



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G1-04-01	KNOWLEDGE OF ECOWAS	
• Sound understanding of the Organization's mandate with ability to identify the resource person within ECOWAS for finding information for the purpose of performing assigned tasks. • Ability to clearly understand the role and objectives of ECOWAS and how they relate to the work of own unit, as well as assigned tasks. • Broad knowledge of the Organisation's mandate and origins. Ability to demonstrate work ethics in line with ECOWAS expectations, including probity, trustworthiness and integrity in the performance of duties.		
G1-05-01	ANALYTICAL AND CRITICAL THINKING	
• Ability to work comfortably with different types of information, including written, digital and graphic communications, and be able to perform arithmetic and percentage calculations. Ability to draw appropriate conclusions based on available information. • Have an eye for detail, particularly when performing detailed, stressful, routine and/or repetitive tasks. • Ability to demonstrate determination, resilience and perseverance in the face of challenges and uncertainties that arise in the normal course of performing tasks.		
G1-06-01	COMMUNICATION	
• Good command (oral and written) of any of the official ECOWAS languages, namely English, French and Portuguese. • Ability to express ideas and convey messages tactfully to build and maintain harmonious relationships and facilitate the transmission of general information. • Ability to listen actively and show empathy. • Ability to use technology in accordance with assigned responsibilities and internal standards. • Proficiency in information and communication technology (ICT). • Good command (oral and written) of any of ECOWAS official languages, namely English, French, and Portuguese. Working knowledge of an additional one would be an added advantage.		

Assessment method: Assessment of qualified candidates may include a written exercise and a competency-based interview.

ECOWAS Work Environment:

ECOWAS provides a work environment that reflects the values of gender equality, diversity, integrity and a healthy work-life balance. We are committed to ensuring gender parity in the organization and therefore, we encourage women to apply for positions that suit their competencies. Individuals from minority ethnic groups, indigenous populations, persons with disabilities, and other underrepresented groups are also highly encouraged to apply. Diversity, Equity and Inclusion is at the heart of ECOWAS's workforce.



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Disclaimer:

Selection and appointment will be subject to background and reference checks and other administrative requirements.

ECOWAS does not charge for any application, processing, training, interviewing, testing in connection with application or recruitment processes and does not concern itself with information on applicants' bank accounts.

This position is subject to local recruitment pursuant to staff rule article 9.3 of the ECOWAS Staff Regulations (revised 2021). All staff in the General Service and related categories shall be recruited from ECOWAS citizens who are resident in the Member state where the position has been advertised. A staff member subject to local recruitment shall not be eligible for the allowances or benefits exclusively applicable to international recruitment.