

**Driver – African Union Permanent Observer Mission to the United Nation**

**Date** – September 07, 2023

**Duty Station** – African Union Permanent Observer Mission to the United Nation, New York

**Organization** – Africa Union

**AU Values**

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| <ul style="list-style-type: none"><li>• Respect for Diversity and Team Work</li><li>• Think Africa Above All</li><li>• Transparency and Accountability</li></ul> | <ul style="list-style-type: none"><li>• Integrity and Impartiality</li><li>• Efficiency and Professionalism</li><li>• Information and Knowledge Sharing</li></ul> |
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**Reports to:** Finance & Admin Officer

**Directorate/Department/Organ:** Cabinet of the Chairperson

**Number of Direct Reports:** 1

**Number of Indirect Reports:** 1

**Job Grade:** GSB7

**Number of Positions:** 1

**Contract Type:** Regular / Local

**Location:** New York

**Purpose of the Job**

Responsible for the driving of the Office Vehicles and reporting directly to head Finance & Administration

**Main Functions**

- Driver on Official duty to support Office activities
- Serve as a Driver for Senior Management and Professionals in the event of a meeting outside the Office, etc...

**Specific Functions**

- Assist in Distributing and collecting mail, documents and other specific items as may be required
- Ensure that all instructions concerning the use of office vehicles are followed for the well-being and safety of passengers

- Maintain the cleanness of the assigned vehicle daily by carrying out in time mechanic repairs, oil changes as well as tire pressure etc...
- Check regularly the condition of the brakes and Follow the vehicle maintenance schedule
- Ensure the availability of the required documents in particular: valid insurance, logbook, necessary spare parts.
- Ensure that all security arrangements are made for the Senior management, fire extinguisher, seat belt and others
- Follow up all possible mechanical repairs of the vehicle and where necessary, if they are minor, carry out such repair
- Inform the Administration of all mechanical situations that may require optimal attention

### Academic Requirements and work experience

- Minimum High School Certificate.
- Driver's License at least three (3) years old.
- Proven Training in Mechanics is added advantage.
- At least three (5) years working experience as a Driver for a company, family or public service agency, international organization, out which 2 years working experience in a garage will be an added advantage.

### Required Skills

- Sound planning and organizational skills
- Good interpersonal skills
- Strong communication ability both orally and in writing
- Proficiency in one of the AU official working languages (French, English, Portuguese, Arabic) and fluency in another AU language(s) is an added advantage

### Core Competencies

- **Teamwork and Collaboration:** - Cooperates with others as part of a team to achieve organization goals and shares information. Shows consideration and respect for other people.
- **Accountability awareness and Compliance:** - Follows through on assignments to ensure successful completion. Take actions to complete a task. Makes decisions within the scope of their role.
- **Learning Orientation:** - Continuously develops and improves own skills and expertise. Keeps up-to-date technically applying new knowledge on the job.
- **Communicating Clearly:** - Promotes two-way communication with others through correct interpretation of messages and appropriate responses. Expresses ideas or facts clearly.

## Functional Competencies

- **Trouble shooting:** - Breaks problems into simple lists, tasks or activities without assigning values or priorities. Uses common sense and past experiences to approach problems and make a decision.
- **Job Knowledge Sharing:** - Personally gathers basic information and facts to address a problem or situation and asks for help tools needed.
- **Task Focused:** - Uses own specific methods of measuring outcomes against a standard of excellence.
- **Continuous Improvement Awareness:** - Consistently questions and challenges the adequacy and quality of traditional thinking (i.e., the “way things have always been done”) through dialogue.

## Gender Mainstreaming

The AU Commission is an equal opportunity employer and qualified women are strongly encouraged to apply.

## Remuneration

Indicative salary and allowances for locally recruited staff of the African Union Commission attached to the position **per annum** are as follows;

- Basic salary.....\$6,934.66
- Pension.....\$1,541.64
- Special allowance.....\$23,544.00
- Spouse allowance ..... \$346.75
- Child allowance - \$250.00 per child/annum
- Education allowances. - 100% of tuition and other education-related expenses for every eligible dependent up to a maximum of US\$ 5,000.00 per child per annum
- Insurance – Staff member and eligible dependents are fully covered for health insurance.

## Tenure of Appointment

- The appointment will be made on a regular term contract for a period of three (3) years, of which the first twelve months shall be considered as a probationary period. Thereafter, the contract will be for a period of two years renewable, subject to satisfactory performance and deliverables.
- Application must be made by submitting a CV and a Cover letter to the Administrative Officer via email address: [AU-Newyork@africa-union.org](mailto:AU-Newyork@africa-union.org) not later than 15 October 2023
- Only candidates who meet all job requirements and are selected for interviews will be contacted.

The requirements and responsibilities contained in this job description do not create a contract of employment and are not meant to be all-inclusive. It may be changed by the role manager during employment on an as-needed basis.