



## **TERMS OF REFERENCE OF THE ICGLR DRIVER**

The International Conference on the Great Lakes-Conference Secretariat (ICGLR) is seeking to recruit a driver under the supervision of the ICGLR/ Logistic Assistant and the Driver will operate and maintain ICGLR vehicles to meet the transportation needs of the ICGLR in Bujumbura-Burundi.

**POST TITLE:** DRIVER

**GRADE:** S4/A-Local position

**LOCATION:** BUJUMBURA, BURUNDI

### **Key Responsibilities**

- Drive ICGLR, and ICGLR affiliated personnel where it is needed within the base location, and throughout the ICGLR implementation area for ICGLR activities,
- Transport ICGLR equipment, materials, supplies and documents,
- Maintain up-to-date record keeping systems for vehicle issues including fuel, mileage, and trip logs.
- Observe all vehicle utilization policies, in country traffic laws.
- Maintain ICGLR vehicle, including keeping accurate records, and following a schedule of routine maintenance, repairs and cleaning.
- Ensure the readiness of the vehicle for transport service by checking oil, water, fuel, and tires and conducting safety and security inspection prior to driving.
- Perform ICGLR routine business around the province, such as receiving and delivering official ICGLR documentation to and from different offices, general office purchasing, and photocopying.
- Perform relevant general service activities such as collection of proforma, processing customs duty clearances and tax exemptions, and perform other local errands as directed.

## **Skills and Prerequisites**

- Completion of Secondary School is highly desirable.
- Valid Driver's License category B
- At least five years' experience in Driving for Project or NGO services.
- Thorough knowledge of local traffic laws and area traffic patterns.
- Knowledge of safety and security principles
- Excellent driving record and experience in traveling through the base location and other key areas of the country.
- Time management skills
- Basic knowledge of English and French.

## **Applications Files:**

- A motivation letter addressed to the Executive Secretary, clearly marked "Driver"
- Photocopy of the Secondary School certificate;
- A CV;
- A list of three reference people with their complete addresses.

***NB: Incomplete applications and applications that are not similar to the wanted profile will not be examined.***

- ICGLR reserves for itself the right to request certified copies of diplomas for the successful candidate

## **Application Files Deposit**

These documents should be submitted to the Executive Secretary ICGLR Front Desk Reception Ground BRB Building, Bujumbura not later than January 26, 2014

Only preselected candidates will be contacted. They will be subject to a driving test and a job interview.

## **Applications Files:**

- A motivation letter addressed to the Executive Secretary, clearly marked "Administrative Assistant"
- Photocopy of the diplomas;
- A CV;
- A list of three reference people with their complete addresses.

***NB: Incomplete applications and applications that are not similar to the wanted profile will not be examined.***

- ICGLR reserves for itself the right to request certified copies of diplomas for the successful candidate

**Application Files Deposit**

These documents should be submitted to the Executive Secretary ICGLR Ground Floor BRB Building Bujumbura not later than January 26, 2015

Only preselected candidates will be contacted. The preselected Candidates will be expected to undergo a written test and a job interview.

**Attn: Executive Secretary of the ICGLR**

**PO Box: 7076**

**Bujumbura-BURUNDI**

**Tel: + 257 22256824/25**

**Fax: + 257 22256828**

**E-mail: [recrutement@icglr.org](mailto:recrutement@icglr.org)**

**Copy: [musondar.simukoko@icglr.org](mailto:musondar.simukoko@icglr.org)**

**Web Site: [www.icglr.org/job opportunities](http://www.icglr.org/job%20opportunities)**

Done in Bujumbura, on 7<sup>th</sup> January, 2015

**INTERNATIONAL CONFERENCE ON THE GREAT LAKES REGION**