



JOB VACANCY

West Africa Network for Peacebuilding (WANEP), a Sub-regional NGO whose mission is to enable and facilitate the development of mechanisms for cooperation among civil society based peacebuilding practitioners and organizations in West Africa seeks the services of a **Professional Driver**.

Person Specification:

- Demonstrate safe driving practices
- Sound knowledge of road safety regulations.
- Working knowledge of local roads and routes.
- The ability to utilize maps, GPS systems, and car manuals.
- Effective communication skills.
- Reliable and punctual with dedicated professionalism to job and duties
- Able to adapt to changing schedules or routines
- Excellent time management skills
- Able to assist passengers/guests when needed
- Organized and able to follow a schedule
- Positive attitude and professional demeanor
- A minimum of Senior High School certificate with at least 10 years driving experience with reputable institutions. A certificate from a technical school will be an added advantage.
- Valid driver's license and clean driving record
- Physically able to reach, stretch, bend, lift and sit for long periods of time during daily routine
- Able to work night, weekends, and holidays as needed

Essential Functions:

- Facilitate the operation of the organization through availability of logistics
- Ensure the regular maintenance of the office vehicles.
- Promote the image of WANEP through careful driving.
- Practice safe driving habits
- Follow all state and national safety regulations and standards
- Accurately follow routes, maps, and directions
- Open vehicle doors and assist passengers
- Keep interior and exterior of vehicle clean and presentable
- Maintain vehicle equipment and ensure regular maintenance of the Office vehicles; perform general motor vehicle maintenance as needed for safety
- Load and unload vehicle where necessary
- Run Official errands as directed by supervisor
- Maintain up to date logbook records
- Follow schedules and rerouting in a timely manner when faced with traffic or congestion
- Report any accidents, injuries, and vehicle damage to Supervisor as soon as they occur.
- Other tasks as may be assigned

Qualified and interested applicants should send application letters with copies of Valid Driving Licence as well as curriculum vitae to recruitments@wanep.org by close of business on Tuesday 19th October 2021.