

WE ARE HIRING

Job Role: Driver (Women Candidates Only)
Reports to: Senior Advisor – Logistics and Facility
Contract Duration: Until 31.12.2025
Location: Accra



Company Profile:

Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) is a public-benefit federal enterprise working in more than 100 countries worldwide. We work on behalf of the German Government and support public and private sector clients in a wide variety of areas, including economic development and employment, energy and environment, and peace and security. Our activities cover three priority areas: Energy and Climate, which deals with renewable energy and energy efficiency; Training and Sustainable Growth for decent Jobs, and Peaceful and Inclusive Societies, which focuses on good governance.

Project Brief:

The Cluster “Network for Inclusive Economic Development” in Ghana consists of six bilateral, four regional and seven global projects. The cluster focuses on shaping the economic framework for inclusive, sustainable and employment-enhancing growth and providing advisory services. The main client is the Federal Ministry for Finance, Development and Cooperation (BMZ) and the European Union.

Tasks:

- Safely and responsibly performing all official travel using official vehicles.
- Provides passenger transport in an official car for office, project or programme staff, official visitors and guests.
- Run errands for the project, programme or office, e.g. sending letters and messages, paying bills and buying smaller quantities of office supplies.
- Taking account of all available information on road conditions, accessible routes and locations.
- Complete the vehicle log correctly and conscientiously in accordance with GIZ standards.
- Cleans the interior and exterior of the vehicle(s) regularly.
- Checks oil, water, brakes and brake liquid, tyre pressure, battery levels and the entire vehicle, monthly and at every 5,000 km, headlights, brakes, bodywork for dents etc.
- Immediately report all involvement of the project/office vehicle in accidents including minor accidents, damage, loss or theft of vehicle fitting.
- Responsible for the project vehicle documents and their good condition, keeping a vehicle log and recording monthly maintenance.
- Calculates monthly petrol, oil and lubricant consumption for the daily cash fund and for forwarding monthly vouchers to cost accounting.
- Reports need for service and carries out minor repairs.
- Assists other colleagues as needed in the project, programme or office if there is no travel or chauffeur service pending, carries out other office work on request.

Profile:

- Secondary school education and hold a valid driver's license D.
- At least three 3 years work experience as a driver with references.
- No major accidents in the past three (3) years.
- Good knowledge of the English language.
- Good communication skills.
- Familiar with the road terrain and network of Accra and its environs.
- Willingness to upskill as required by the tasks to be performed (corresponding measures to be agreed with Management).
- Disciplined, punctual, resilient and patient.

How to Apply:

Interested and suitable applicants are to forward their detailed Curriculum Vitae (CV) and a one-page cover letter to recruitment-ghana@giz.de under the **Job Code 2025/DD/04/06**. If you do not hear from us four (4) weeks after the deadline, please consider your application unsuccessful.

 **Closing date: 18.06.2025**