

<b>Salary Band 2A</b>	<b>Driver/Administrative Assistant</b>
Reports to:	Senior Finance Manager - PaISSA
Duration:	Until 30 November 2025
Duty Station	Hatfield, Pretoria

## PROJECT BACKGROUND

The **Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH** is a state-owned Organisation. We work worldwide in the field of international cooperation for sustainable development. We offer the experience, the regional and technical know-how of GIZ in the global market and provide international clients with expertise in terms of economic and result-oriented services.

To enhance collaboration, efficiency, quality as well as staff development in the field of administration and finance management across GIZ's governance and violence prevention projects in South Africa, it was decided to bundle admin and finance capacities in one bundled structure. In the core topic "*Peaceful and Inclusive Societies*", the South African portfolio comprises three bilateral projects and one regional project, agreed to between the Governments of South Africa and Germany:

- **Transparency and Integrity Project (TIP);**
- **Inclusive Violence and Crime Prevention (VCP III);**
- **SDG-Initiative (SDG-I);** and
- **Partnerships for Prevention of Gender-based Violence in Southern Africa (PfP II).**

In all four projects, the **Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ)** is responsible for the implementation of the development contributions on behalf of the German Federal Ministry for Economic Cooperation and Development (BMZ) with two projects, TIP and VCP III, being co-funded by the State Secretariat for Economic Affairs (SECO) and Global Affairs Canada (GAC), respectively.

The PaISSA bundled structure **in Pretoria** is looking to fill the position of a "**Driver/Administrative Assistant**".

## A. RESPONSIBILITIES

The Driver/Administrative Assistant is responsible for:

- Safely and responsibly performing all official travel using official vehicles.
- Ensuring the roadworthiness of vehicles through maintenance, servicing, cleanliness, and safety of the official vehicles.

- Taking account of all available information on road conditions, accessible routes, and locations when transporting goods or passengers
- Running official and PaISSA errands
- Undertaking administrative tasks related to the role, including the documentation of motor vehicle related transportation, driving and fleet management related matters
- Assisting administrative staff with office furniture movements and upkeep of offices and storerooms.
- Assisting administrative staff with ensuring workshop material is always available for use.

## **B. TASKS**

### **1. Driving**

The Driver/Administrative Assistant

- Provides safe, punctual, flexible, and reliable passenger transportation in an official vehicle for PaISSA staff, portfolio, official visitors, and guests
- Runs errands for the projects in the core area, e.g., sending letters/parcels, paying bills, and the purchasing of small spend miscellaneous office supplies
- Supports with transporting goods according to a pre-specified schedule and request.
- Ensures trip-by-trip logbook recording in accordance with Policies and Regulations guidelines.
- Completes the vehicle logbook accurately in accordance with Policies and Regulations and ensures monthly sign-off by the responsible project manager or delegated manager.

### **2. Service**

The Driver/Administrative Assistant

- Cleans the interior and exterior of the vehicle(s) regularly.
- Follows crisis related protocols in ensuring vehicle and passenger related safety and security (e.g., pandemic, natural disasters, conflicts/ unrest, etc.).
- Checks oil, water, brakes and brake liquid, tyres/ pressure, battery levels and the entire vehicle, monthly or every 5,000 km (whichever is first), windows/windcreens, headlights, brakes, bodywork for dents etc.
- Is responsible for the entire PaISSA vehicle documents and their good condition, keeping a vehicle log of mileage, passengers/goods transported, Policies and Regulations Complied, fuel, and recording monthly maintenance.

- Calculates monthly petrol, oil, and lubricant consumption for the daily cash fund and for forwarding monthly vouchers to cost accounting where necessary.
- Reports need for service in coordination with the project administrator responsible for materials, goods, and equipment, and carries out minor repairs.
- Sources quotations in coordination with the project administrator responsible for materials, goods, and equipment, for parts maintenance or repairs as necessary.
- Immediately reports all involvement of the project vehicles in accidents, including minor accidents, damage, loss, or theft of vehicle fittings.
- Provides the necessary support for the vehicle insurance claims procedures.
- Supports the process for vehicle registration on acquisition and deregistration before disposal for PaISSA official use and staff.

### **3. Knowledge Management**

The Driver/Administrative Assistant

- Informs PaISSA colleagues in the event of any changes in the South African driving regulations.
- Assist new seconded colleagues with driving license-related and vehicle registration matters.
- Uses all available information (including current radio news on traffic conditions) to update daily knowledge of road conditions, current passable routes, and locations, and shares this information with PaISSA information channels.
- Leads the drafting of the relevant motor vehicle transportation, driving and fleet management SOPs, and ensure that there is proper booking system for use of project vehicles.

### **4. Other Duties / Additional Tasks**

The Driver/Administrative Assistant

- Covers/Stands-in for the receptionist when needed and particularly when there is no travel or transportation requests pending.
- Assists other colleagues as needed in the procurement and logistics unit with basic administrative tasks, particularly when there is no travel or transportation requests pending.

## C. REQUIRED QUALIFICATIONS, COMPETENCES AND EXPERIENCE

### Qualifications:

- Completed Grade 12/ Senior Certificate NQF 4.
- Holds a valid Code 10 driver's license with a Professional Driving Permit (PDP).
- Good command of English language.

### Professional Experience

- At least 1-3 years' work experience as a Driver/Administrative Assistant with references.
- No major accidents in the past 3 years.

### Other Knowledge, Additional Competences

- Excellent defensive and responsible driving, as well as vehicle handling knowledge and skills.
- Demonstrates a positive and excellent sense of customer service and approach, friendly and cooperative manner with all passengers.
- High sense of discipline, organization, perseverance, and punctuality.
- Demonstrates resilience under pressure, self-control, humility, and patience.
- Any knowledge of the German language is an added advantage.
- Map reading or GPS related capabilities, as well as familiarity with Gauteng Province and national roads of South Africa.
- Appropriate appearance and attire.
- Ensures unrestricted availability of vehicles and reports immediately.
- Team minded, willingness to upskill as required; - corresponding measures agreed with management.
- Basic computer literacy related to Ms Office suite including Outlook, Word, Excel, and Teams.

## D. ADDITIONAL INFORMATION

- This position is based at GIZ in **Hatfield, Pretoria**.
- The contract period for this position is until **30 September 2025**.
- At GIZ, you will be offered global network and an atmosphere that is characterised by diversity, respect and genuine equal opportunities. Gender equality promotion is a matter of course for us.

- GIZ is a signatory of the Diversity Charter. Recognition, appreciation and inclusion of diversity in the company are important to us. All employees shall be valued - regardless of gender and gender identity, nationality, ethnic origin, religion or belief, disability, social background, age or sexual orientation.
- GIZ would like to increase the proportion of employees with disability. Applications from persons with disabilities are most welcome.

## **E. APPLICATION PROCESS**

Suitable candidates should apply by submitting:

- A motivation letter (**max. 1 page**) stating why they should be the preferred candidate, the value added they will bring to the project and their **desired salary range**.
- This should be accompanied by a **detailed CV and indicating their nationality**. **Applications should be submitted** to: [recruit-pretoria@giz.de](mailto:recruit-pretoria@giz.de), with the email subject line “Application for **Driver/Administrative Assistant**” for the attention of **Head of Human Resource**.

Closing date for applications: **27<sup>th</sup> July 2023**.

**Only shortlisted candidates will be contacted.**

**Applications without a motivation letter will not be considered!**