

<b>Salary Band 2</b>	<b>Driver / Administrative Assistant</b>
Reports to:	Senior Security Risk Management Advisor
Deputy	Primary Driver

#### **A. RESPONSIBILITIES:**

The Driver is responsible for:

- Safely and responsibly performing all official travel using official vehicles.
- Regularly ensuring the roadworthiness of the office 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 office errands.
- Undertaking administrative tasks related to the role, including the documentation of motor vehicle related transportation, driving and fleet management related matters
- Deputising for the Receptionist as and when required.
- Assisting administrative staff with office furniture movements and upkeep of storerooms.

The Driver performs the following tasks:

#### **B. TASKS:**

##### **1. Driving**

The Driver

- Provides safe, punctual, flexible and reliable passenger transportation in an official car for office, or project, portfolio or programme staff, official visitors, and guests.
- Runs errands for the office, 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 PuR guidelines.
- Completes the vehicle logbook accurately in accordance with GIZ processes and rules and ensures monthly sign-off.

##### **2. Service**

The Driver

- 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 office vehicle documents and their good condition, keeping a vehicle log of mileage, passengers/goods transported, purpose, fuel, and recording monthly maintenance.
- Reports need for service in coordination with the procurement officer responsible for materials, goods, and equipment, and carries out minor repairs.
- Sources quotations in coordination with the procurement officer responsible for materials, goods, and equipment, for parts maintenance or repairs as necessary.
- Immediately reports all involvement of the project or office vehicle 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 and deregistration procedures.

### **3. Knowledge Management**

The Driver

- Informs the office in the event of any changes in the South African driving regulations.
- 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 other office drivers.
- Leads the drafting of the relevant motor vehicle transportation, driving and fleet management SOPs, and supports the materials, goods, and equipment procurement officer in related vehicle SOPs.

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

The Driver

- Assists other colleagues as needed in the procurement and logistics unit office with basic administration tasks, particularly when there is no travel or transportation requests pending.
- Readily deputises for the Receptionist in their absence or leave.

## **C. REQUIRED QUALIFICATIONS, COMPETENCIES AND EXPERIENCES**

**Qualifications:**

- Completed Grade 12 / Senior Certificate NQF 4.
- Holds a valid Code 10 driver's licence with a Professional Driving Permit (PDP).
- Basic Ambulance First Aid Certificate will be an added advantage.

**Professional Experience**

- At least 1-3 years' work experience as a driver 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, organisation, perseverance, and punctuality.
- Demonstrates resilience under pressure, self-control, humility, and patience.
- Good command of English language.
- Any knowledge of the German language is an added advantage.
- Map reading or GPS related capabilities, as well as familiarity with the city of Pretoria and national roads of South Africa.
- Appropriate appearance and attire.
- Ensures unrestricted availability of vehicles and reports restrictions 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.
- Knowledge of switchboard management.

**D. APPLICATION PROCESS**

Suitable candidates should apply by submitting a **motivation letter (max. 1 page)** stating why they should be the preferred candidate. This should be accompanied by a **detailed CV indicating their nationality** to [recruit-pretoria@giz.de](mailto:recruit-pretoria@giz.de) with the subject line **“Driver/Administrative Assistant”** for the attention of **Head of Human Resources**.

Closing date for applications: **02 December 2022**.

**Only shortlisted candidates will be contacted.**

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