

Va no.	003B
Job title:	Driver
Min. Qualification:	Minimum of secondary school education
Organization:	GIZ Nigeria, PRADEP-LT-PETRA programme
Place:	Yola, Adamawa State and Maiduguri, Borno State
Salary:	According to GIZ salary scale for Band 1
Closing date of advert	04.03.2026
Background:	<p>GIZ Solutions that work.</p> <p>As a service provider in the field of international cooperation for sustainable development and international education work, we are dedicated to shaping a future worth living around the world. GIZ has over 50 years of experience in a wide variety of areas, including economic development and employment promotion, energy and the environment, and peace and security. The diverse expertise of our federal enterprise is in demand around the globe – from the German government, European union institutions, the United Nations, the private sector, and governments of other countries. We work with businesses, civil society actors and research institutions, fostering successful interaction between development policy and other policy fields and areas of activity. Our main commissioning party is the German federal ministry for economic cooperation and development (BMZ). The registered offices of GIZ are in Bonn and Eschborn. Our approximately 23,500 employees, almost 70 percent of whom are national personnel, work in around 120 countries (July 2020)</p> <p>GIZ has worked in Nigeria since 1974. Since 2004, GIZ has maintained a country office in the capital city Abuja. Currently 466 national and 63 international employees, 37 regional staff, 4 integrated specialists and 3 development workers are working in the country (January 2025).</p>
The project:	<p>Regional Project to Support the Pastoral Economy in the Transboundary Territories of Lake Chad Region (PRADEP-LT-PETRA)</p> <p>On behalf of the European Commission and the German Federal Ministry for Economic Cooperation and Development (BMZ); and in a context characterized by challenges on pastoral mobility, conflicts of access to resources, persistence of animal and zoonotic diseases; land degradation, encroachment into protected areas; the deficit in infrastructure for the production, marketing, processing and distribution of livestock products; the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH is implementing the Regional Project to Support the Pastoral Economy in the Transboundary Territories of Lake Chad Region (PRADEP-LT-PETRA) in Chad, Cameroon, Nigeria, and Niger.</p>

	<p>The main objective of the co-financed program is to improve and enhance the contribution of the livestock sector to the transformation of sustainable food systems and to inclusive and resilient green growth of the economies of the countries of the West Africa and Sahel region. As specific objective, PRADEP-LT-PETRA aim to improve the resilience of cross-border (agro)pastoral households and systems in terms of economy and conflict prevention.</p> <p>The Action covers several main areas of transhumance and livestock trade, recognized by institutional and professional actors: Adamawa and Borno State (Nigeria), the Diffa region (Niger), the provinces of Lac, Hadjer Lamis, Kanem and Chari-Baguirmi (Chad) and the Far North region (Cameroon)</p>
<p>Responsibilities & tasks:</p>	<p>A. Responsibilities</p> <p>The driver is responsible for:</p> <ul style="list-style-type: none"> • Safely and responsibly performing all official travel using official vehicles. • Regularly servicing and looking after official vehicles. • Taking account of all available information on road conditions, accessible routes, locations and security when preparing and during travel. • Running official errands and assisting with other office/admin work. <p>B. Tasks</p> <p>1. Driving</p> <p>The Driver</p> <ul style="list-style-type: none"> • Provides passenger transport in an official car for project/programme staff, official visitors and guests, and ensures that safety and security standards are not compromised. • Runs errands for the project, programme or office, e.g. delivering letters and messages, paying bills and buying smaller quantities of office supplies. • Supports with transporting of goods. • Completes the vehicle log correctly and conscientiously in accordance with GIZ standards. <p>2. Service</p> <p>The Driver</p> <ul style="list-style-type: none"> • 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 or every 5,000 km (whichever is first), headlights, brakes, bodywork for dents etc. • Responsible for the project vehicle documents including tools and their good condition, keeping a vehicle log, and recording monthly maintenance. • Calculates monthly petrol, oil, and lubricant consumption for restock and for forwarding monthly vouchers to cost accounting.

	<ul style="list-style-type: none"> • Reports need for service and carries out minor repairs. • Immediately reports all involvement of the project or office vehicle in accidents, including minor accidents, damage, loss, or theft of vehicle fittings. • Conveying financial document (in box files) to and from country office with proper records. • Setting and organizing pin, soft boards and other materials for workshops organized within Project office. • Assists office staff in filing, photocopying, and maintaining stores when required, • Assists in mailing and distribution of newsletters and publications and arranges to pay office utility and other bills, as required. • Always ensures unrestricted availability of vehicles and reports restrictions immediately. • Support in loading and offloading of items delivered into the office. <p>3. Knowledge management</p> <p>The Driver</p> <ul style="list-style-type: none"> • 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, • Update his/her knowledge and understanding of rules, regulations, guidelines, and procedures of GIZ by reading and re-reading all necessary documents such as the code of conduct, job description, national personnel handbook, standard procedures, materials from trainings, etc. • When necessary, translates in local language for the head of program and/or official personnel when using the car. • Considers security information in planning routes to ensure safe passage while travelling. <p>3. Other duties/additional tasks</p> <p>The Driver</p> <ul style="list-style-type: none"> • Assists other technical colleagues in the field as needed in the project, programme or office if there is no travel pending and support in admin work.
	<p>C. Required qualifications, competences, and experience.</p> <p>Qualifications</p> <ul style="list-style-type: none"> • Minimum of secondary school education. • Must be good in MS word/MS excel/Outlook for emails. • Holds a valid driver's license. <p>Professional experience</p> <ul style="list-style-type: none"> • 3 years' work experience as a driver in with international organization with a safe driving record.

	<ul style="list-style-type: none"> • Knowledge of driving rules and regulations, chauffeur protocol and courtesies and paying attention to host community's culture. • Conversant with the road network and traffic regulations of Nigeria. • Skills in minor vehicle repair. <p>Other knowledge, additional competences</p> <ul style="list-style-type: none"> • Good knowledge written and spoken English • Knowledge of local language (Kanuri, Hausa, Fulfulde). • Discipline and punctuality. • Resilience and patience • Familiarity with Maiduguri/Yola town and environs. • Appropriate appearance and attire and friendly with all passengers • Willingness to upskill as required by the tasks to be performed – corresponding measures are agreed with management.
<p>Submission guideline:</p>	<p>You are kindly requested to submit your cv and letter of motivation as one document with complete contact details via email to: recruitment-nigeria@giz.de</p> <p>Kindly indicate your preferred location in your application document.</p> <p>(please include vacancy no. 003B in mail subject)</p> <p>GIZ is an equal opportunities employer committed to diversity. All qualified candidates, regardless of disability, age, sex, ethnicity, race, and religion are encouraged to apply.</p> <p>Please note that only shortlisted candidates will be contacted</p>