



## JOB PROFILE

<b>POSITION</b>	Driver
<b>POSITION CODE</b>	20003693
<b>INSTITUTION</b>	ECOWAS Commission
<b>LEVEL</b>	G1/G2/G3
<b>AGENCY</b>	N/A
<b>STATUS</b>	Permanent
<b>SALARY</b>	UC7,566.66 USD11,938.67; UC8,886.23 USD14,020.70 UC13,823.89 USD 21,811.34
<b>DEPARTMENT</b>	President ´s Office
<b>DIRECTORATE</b>	Office of the Representation
<b>DIVISION</b>	Office of the Representation
<b>SUPERVISION LINE</b>	Office Manager
<b>SUPERVISING</b>	N/A
<b>WORKSTATION</b>	Cabo Verde - Praia
<b>Applications must be sent to</b>	<a href="mailto:b59motoristas@ecowas.int">b59motoristas@ecowas.int</a>

### JOB DESCRIPTION

Under the supervision of the hierarchical superior, the position provides support to the Department/Directorate in daily operations, ensuring the smooth functioning of the vehicle fleet.

### ROLES AND RESPONSABILITIES

- Conduct daily preventive maintenance checks before operating a vehicle for the first time each day.
- Monitor vehicle fuel and lubricant consumption to ensure efficient use.
- Request fuel refills in a timely manner.
- Maintain accurate records of fuel/lubricant usage for planning and auditing purposes.
- Ensure drivers correctly complete vehicle logbooks.
- Perform any other tasks assigned.

### EDUCATION QUALIFICATIONS AND EXPERIENCE

- West African Senior School Certificate (WASSCE) or equivalent, with a driver training certificate and a valid driving license for the designated vehicle.
- Two (2) years of experience as a driver, preferably in an international organization, handling a variety of vehicles and models.
- Practical knowledge of traffic rules and regulations and the ability to read and interpret road signs and documents such as safety standards and



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operating/maintenance instructions.

- Ability to maintain a vehicle logbook.
- Knowledge of defensive driving practices, professional driver protocol and courtesy, local roads and conditions, and relevant protocols for passenger safety under adverse weather conditions, terrorist events, traffic accidents, criminal or violent incidents.
- Basic vehicle maintenance knowledge (e.g., general inspections) and the ability to assess mechanical conditions and perform minor repairs.

### AGE LIMIT

- Under 35 years. This provision does not apply to internal candidates.

### ECOWAS KEY COMPETENCIES

- Understands own role within the team and strives to contribute meaningfully.
- Adapts quickly (i.e., adopts new practices early) to new ways of working.
- Ability to follow simple instructions and consistently complete tasks on time.
- Ability to learn from others, both on the job and independently, through reading instructions, guidelines, and manuals.
- Ability to interact with others frankly, timely, and directly.
- Proven skill in communicating general information accurately and in a customer-friendly manner.
- Ability to handle difficult clients or situations effectively, recognizing own limits and knowing when to seek help.
- Knowledge of diversity management and multiculturalism within ECOWAS.
- Ability to interact with others in a manner that respects multicultural and diverse policies and expectations.
- Ability to ask questions to clarify multicultural and diverse expectations in daily task execution and learn from experiences.
- Clearly understands assigned work objectives and goals.
- Broad knowledge of the organization's mandate.
- Ability to understand, apply, and explain ECOWAS work procedures and instructions.
- Ability to demonstrate values in task execution reflecting ECOWAS expectations, such as honesty, reliability, and integrity.
- Maintains high-quality, easily understandable records.



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- Good knowledge of whom to contact within ECOWAS for information essential to task execution.
- Ability to write with correct grammar and spelling and draw reasonable conclusions from written instructions.
- Fluency in one of the three ECOWAS official languages (English, French, Portuguese).
- Strong written communication skills to understand and respond appropriately to correspondence/emails.
- Technology use is determined by assigned responsibilities and internal standards.
- Approaches and completes all tasks thoroughly and in an organized manner.
- Ability to identify and understand the urgency and importance of different tasks.
- Knowledge of the need to maintain quality records in planning and implementing assigned tasks.
- Ability to execute tasks according to step-by-step instructions.

### **Evaluation method:**

The assessment of qualified candidates may include a written exercise and a competency-based interview.

### **ECOWAS Work Environment:**

ECOWAS provides a work environment that reflects the values of gender equality, diversity, integrity, and a healthy work-life balance.

We are committed to ensuring gender parity within the organization and therefore strongly encourage women to apply for positions matching their skills. Individuals from ethnic minority groups, indigenous populations, persons with disabilities, and other underrepresented groups are also strongly encouraged to apply. Diversity, equity, and inclusion are central to ECOWAS staffing.

### **Disclaimer:**

Selection and appointment are subject to employment history, reference checks, and other administrative requirements.

ECOWAS does not charge any fees for applications, processing, training, interviews, or tests related to recruitment processes and does not request candidates' bank account information.

This vacancy is subject to local recruitment in accordance with Article 9.3 of the ECOWAS Staff Regulations (revised in 2021). All staff in General Service and related categories will



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be recruited from among ECOWAS citizens residing in the Member State where the vacancy is advertised. A staff member subject to local recruitment will not be entitled to allowances or benefits applicable exclusively to international recruitment.

### **Required documents for the application include:**

1. Curriculum Vitae (CV)
2. Cover Letter
3. Application Form

Failure to meet any of these requirements will result in the elimination of the application.

To view the full job description and apply, click the link below:  
<https://www.ecowas.int/careers/>