

## **Vacancy Announcement for a Driver**

The Mission of Japan to the African Union is looking for recruiting a capable and experienced Driver who will provide excellent services the Mission and its staff to efficiently and effectively fulfill daily operations and facilitating the overall Mission objectives.

### **Job Title**

Driver (1 post)

### **Duty Station and Location**

Mission of Japan to the African Union (Situated at the same location as the Embassy of Japan in Addis Ababa, around Megegnagna area)

### **Working Hours, Holidays, Leaves, and Benefits**

- Working Hours: Monday to Friday, 8:30 AM to 12:30 PM and 1:30 PM to 5:15 PM with frequent extra office hours and weekends work due to the nature of tasks.
- Holidays: Observance of selected Ethiopian and Japanese holidays.
- Leaves: 20 days of paid annual leave per year.
- Health Insurance: Coverage for staff provided by the Mission of Japan to the African Union.

### **General Position**

The Driver will provide reliable and safe driving services to the staffs at the Mission of Japan to the African Union and perform officer dispatch duties.

### **Key Tasks**

The Driver will be responsible for the following key tasks:

1. Support the operations with sharp focus to the Mission staff, visiting officials and delegations, within Ethiopia whenever required,
2. Transport the Mission staff or as otherwise assigned in the conduct of the Mission's operations,
3. Ensure routine maintenance for the vehicles of the Mission,
4. Perform office messenger/ dispatching duties,
5. Always represent the Mission in a professional manner with respect to appearance and conduct,
6. Ensure clean and neatness of the vehicles, keep records of official travel, mileage, fuel consumption, oil changes, lubrications and follow regular inspection and repairing services,
7. Ensure formalities provided for in the regulations are met in the event of accident,
8. Support the protocol functions of the Mission,
9. Perform any other official duties as requested.

### **Qualifications and Experience**

In addition to necessary skills, experience and knowledge, the Driver:

1. Holds at least a High School diploma,
2. Holds a valid driver's license with a clean track record,
3. Possesses additional documentation and/or certification to carry out the job,
4. Has a minimum of four (four) years of relevant experience as a driver in an international/multinational organization, or public or private sector organizations,
5. Familiar with the roads in Addis Ababa and the routes between the Mission office and major premises (AU Headquarters, Embassies, and offices of international organizations) in the town.
6. Experience and skills in vehicle repairs, and routine maintenance for the vehicles,
7. Possesses working knowledge of the rules and regulations involved in the safe and efficient operation and maintenance of automotive equipment,
8. Demonstratable initiative, be cautious, honest and has good character,
9. Excellent teamwork and interpersonal skills,
10. Good written and verbal communication skills in English is required.

### **Application Process**

A potential applicant who meets the qualifications and criteria described, could submit the following documents to the specified email address: [au-administration@ua.mofa.go.jp](mailto:au-administration@ua.mofa.go.jp)

- Curriculum Vitae in English (note: handwritten CVs will not be accepted)
- A recent photograph (taken within the last 6 months)
- Proof of educational background (copy of diploma, graduation certificate etc.)
- Proof of work experience (if applicable)

All applications must be received no later than the close of business on 31 July 2024. Only selected applicants will be notified and invited for interviews as part of the selection process by 7 August 2024.

Applicants who fully meet the Mission's requirements and criteria are considered for further assessment, will be contacted.