



Gallagher Convention Centre, Private Bag X16, Midrand 1685, Johannesburg, Republic of South Africa
Tel: (+27) 11 545 5000 - Website: www.pap.au.int

VACANCY ANNOUNCEMENT

The Pan-African Parliament (PAP) was established as an organ of the African Union by the Protocol to the Treaty establishing the Economic Community relating to the Pan African Parliament to provide a common platform for the full participation of the African peoples, the diaspora and the grassroots organisations in discussions and decision making on issues and challenges facing the continent. In seeking to achieve its objectives, the Pan-African Parliament is strengthening its capacity to deliver by, among others, filling the position of **Driver**.

The PAP is therefore inviting applications from **South African citizens** who have exceptional skills, qualifications and capacity to deliver excellent services in an international setting.

POST DETAILS

Driver

Apply now

Date: Aug 17, 2023

Location: Midrand/ South Africa

Organization: Pan African Parliament

1. AU Values

- Respect for Diversity and Team Work
- Think Africa Above all
- Transparency and Accountability
- Integrity and Impartiality
- Efficiency and Professionalism
- Information and Knowledge sharing

2. Organization Information

Reports to: Head of Administration & HR

Directorate/Department/Organ: Pan African Parliament (PAP)

Division: Administration & Human Resources

Number of Direct Reports: 0

Indirect Reports: Colleagues from all the units

Job Grade: GSB7 Step 1

Number of Positions: 1

Contract Type: Regular

Location: Midrand, South Africa

3. Purpose of Job

To provide transportation services, vehicle maintenance and courier services

4. Main Functions

- Provides transportation services to Bureau, MPs, PAP Guests, and staff.
- Supervises support drivers during PAP statutory meetings.
- Collects mail from the post office.
- Assists in liaising effectively with internal and external stakeholders.
- Operates and ensures maintenance of official motor vehicles' internal and external tidiness and serviceable condition.
- Acts in compliance with traffic laws and regulations.

5. Specific Responsibilities

- Carries out day-to-day maintenance of the assigned vehicles (s) by checking oil, water, battery, tires, etc.
- Logs official trips, daily mileage, petrol consumption, vehicle servicing, repairs, etc.
- Collects and delivers mail, documents, equipment or packages, and other items requested.
- Performs minor maintenance, when necessary, with the approval of the Head of Administration under the guidance of the Procurement Unit.
- Performs any other duties as required and assigned by the Supervisor.

6. Academic Requirements and Relevant Experience

- Technical or Vocational Certificate with At least 3 years working experience as a Driver for a company or public service agency.
- Driver's License
- Training in Mechanics will be an added advantage
- Have at least an "O" Level and a valid driving licence for light category vehicles.
- Have a minimum of three (3) years of progressive experience in a similar position, preferably in an international organization.
- A higher qualification or experience as a mechanic will be an advantage

7. Required Skills

- Professionalism
- Interpersonal skills;
- Mechanical knowledge
- Holder of a valid Grade 4 and above Driving License;
- Ability to speak, read and write one of the AU working languages.
- Communication skills.
- Ability to work under pressure

8. Leadership Competencies

- Flexibility: - Adapts readily to change. Continuously seeks better ways to get the job done.
- Risk Awareness and Compliance: - Complies with specified procedures to complete tasks. Understands the reason for compliance procedures and the related risks if these are not

followed.

9. Core Competencies

- **Teamwork and Collaboration:** - Cooperates with others as part of a team to achieve organization goals and shares information. Shows consideration and respect for other people.
- **Accountability awareness and Compliance:** - Follows through on assignments to ensure successful completion. Takes action to complete a task. Makes decisions within the scope of their role.
- **Learning Orientation:** - Continuously develops and improves own skills and expertise. Keeps up-to-date technically applying new knowledge on the job.
- **Communicating Clearly:** - Promotes two-way communication with others through correct interpretation of messages and appropriate responses. Expresses ideas or facts clearly.

10. Functional Competencies

- **Trouble shooting:** - Breaks problems into simple lists, tasks or activities without assigning values or priorities. Uses common sense and past experiences to approach problems and make a decision.
- **Job Knowledge Sharing:** - Personally gathers basic information and facts to address a problem or situation and asks for help tools needed.
- **Task Focused:** - Uses own specific methods of measuring outcomes against a standard of excellence.
- **Continuous Improvement Awareness:** - Consistently questions and challenges the adequacy and quality of traditional thinking (i.e., the “way things have always been done”) through dialogue.

11. TENURE OF APPOINTMENT:

The appointment will be made on a regular term contract for a period of three (3) years, of which the first twelve months shall be considered as a probationary period. Thereafter, the contract will be for a period of two years renewable, subject to satisfactory performance and deliverables.

12. GENDER MAINSTREAMING:

The Pan African Parliament is an equal opportunity employer and qualified women are strongly encouraged to apply.

13. REMUNERATION:

Indicative basic salary of US\$ 6935 (GSB7 Step1) and education allowance (a maximum of \$3,300 per child per annum for locally recruited staff).

Applications must be submitted no later than **September 05, 2023, 11h59 p.m. GMT +2** and should be addressed to the Clerk of the Pan-African Parliament
One Africa, One Voice!

Pan-African Parliament

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South Africa

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For more information on the Pan-African Parliament, please visit the website at

<https://pap.au.int/en>