



<https://submission.codesria.org/job/driver/>

DRIVER

Description

JOB VACANCY ANNOUNCEMENT

The Council for the Development of Social Science Research in Africa (**CODESRIA**) invites applications from suitably qualified persons to fill the vacant position of a driver in its pan-African Secretariat in Dakar, Senegal. Recognised as the premier centre on the continent for the generation and dissemination of multidisciplinary social science and humanities knowledge, CODESRIA has, over the years, undergone an exponential growth in its programmes and membership. Under the overall supervision of the Executive Secretary, the successful candidate will serve as driver, providing the following duties for CODESRIA.

1. Job description

The successful candidate will be required to:

- Provide driving services to senior officials of the Secretariat and visiting members of the community.
- Run various administrative errands including distributing mails within Dakar, sending/collecting packages and postal mail, banking, payment of official bills and any related tasks.
- Perform airport transfers for persons hosted by CODESRIA.
- Transfer CODESRIA staff on official mission to and from the airport or any meeting venue as required.
- Ensure the cleanliness and proper maintenance of the official vehicle assigned to them.
- Ensure the safety of passengers and assigned vehicle(s) at all times while on duty.
- Maintain accurate road toll and fuel records.
- Perform any other duties as delegated by the immediate supervisor.

2. Academic/Technical Competencies/Qualifications:

The successful candidate should fulfill the following criteria:

- Have adequate academic qualifications including **middle school level**.
- Possess a valid category B driving license with at least 5 years of driving experience.
- Excellent knowledge of traffic regulations and compliance with Senegalese traffic regulations.
- Excellent driving skills.
- Displays personal integrity, honesty, and discretion.
- Good knowledge of basic car maintenance.
- Good knowledge of Dakar and the region

3. Other Relevant Skills:

- Excellent interpersonal and communication skills.

Hiring organization

CODESRIA

Employment Type

Full-time

Job Location

Dakar, Senegal

Date posted

28 February 2024

Valid through

15.04.2024

- Good knowledge of the workings of international organizations.
- Ability to work under pressure and in a multicultural environment.
- Be very respectful of the rules of confidentiality, ethics and professional conduct.
- Good spoken and written French or English language and a working understanding of the other language.
- Previous experience in the disciplined forces is an added advantage.

4. Job conditions:

The level of remuneration will depend on the experience and qualifications of the candidate. However, CODESRIA offers good remuneration similar to those in international organizations.

5. How to apply:

Interested candidates should provide the following documents as part of their application package:

1. Application letter.
2. Detailed curriculum vitae, clearly indicating the qualifications obtained and experience.
3. Copy of a valid category B driving license.
4. Two reference letters.

Other supporting documents may be required prior to recruitment.

The application should be submitted on or before **15 April 2024** (with a clear indication of the position applied for) to

The Executive Secretary

CODESRIA

Avenue Cheikh Anta Diop X Canal IV

P.O. Box 3304 CP 18524

Dakar, SENEGAL

Email: executive.secretary@codesria.org

-

Only shortlisted candidates will be contacted.

Contacts

executive.secretary@codesria.org