

# act:onaid Opportunity

ActionAid (AA) is a global movement of people working together to further human rights for all and end poverty.

ActionAid Ghana (AAG), an Affiliate of ActionAid is looking to employ an experienced and self- motivated Driver/Clerk

## Role Overview:

The role provides reliable and safe driving of staff and authorized personnel. Additionally, it provides clerical support to the office and responsible for transporting and delivery / collection of mails, documents and other items as relevant for the business of AAG.

## Key Responsibilities:

- Convey staff /guests to and from official programmes
- Carry AAG materials to relevant destinations
- Conduct daily inspection of vehicles to ensure vehicles are in good condition and report any faults to Programme Support Staff
- Ensure constant cleanliness of AAG vehicles
- Update vehicle documents as relevant
- Maintain Log books for AAG vehicles
- Ensure the reliable delivery and collection of mails, documents and other items.
- Provide logistic support for organization of official events
- Ensures proper day-to-day maintenance of the assigned vehicle through timely minor repairs, arrangements for major repairs, timely changes of oil, check of tires, brakes and water levels, car washing, etc. so that the vehicle is in good running condition at all times.
- Ensure all safety gadgets are in good condition and used appropriately by vehicle users (seat belts, fire extinguishers, first aid, etc.)
- Source invoices for the office
- Process invoices for payment

## COMPETENCIES:

### Academic Qualification & Experience:

- A minimum of WASSCE + 2 years' experience. The applicant must possess a valid driver's license.

Technical:

- Experience in defensive driving
- Knowledge of Basic computer skills
- Knowledge of Road signs and traffic regulation
- Excellent knowledge of protocol/security and safety issues

Personality:

- Ability to exercise good judgment
- Ability to communicate effectively in English
- Ability to pay attention to details
- Ability to work under pressure
- Ability to relate well to others in a professional manner
- ability to work in a Team

**Job Circumstances:**

This is a three (3) years renewable employment contract on national terms and conditions. The role involves frequent travel within Ghana.

Monthly Base Salary: the role is at the entry point of Class Two of the Non Managerial (NM2) salary category of AAG's salary structure.

**FULL JOB DESCRIPTION AND PERSON SPECIFICATION AVAILABLE ON AAG WEBSITE:** [www.actionaid.org/ghana](http://www.actionaid.org/ghana)

The Application Form MUST be downloaded from the AAG website: [www.actionaid.org/ghana](http://www.actionaid.org/ghana) and submitted to [jobs.ghana@actionaid.org](mailto:jobs.ghana@actionaid.org)

**Curriculum Vitae (CVs) are NOT acceptable.**

Closing date for receiving applications is 9<sup>th</sup> October 2024.

Only short-listed applicants will be contacted and invited for assessment.

***“ActionAid Ghana is an equal opportunities employer. Applicants will be assessed strictly on their individual merits.*”**