



VACANCY FOR THE POSITION OF DRIVER

The Electoral Institute for Sustainable Democracy in Africa (EISA) has a vacancy in Khartoum, Sudan for the position of DRIVER. EISA offers a competitive remuneration package based on qualifications and experience.

EISA is a continental not for profit organisation located in Johannesburg, South Africa and Abidjan, Côte d'Ivoire with field offices in Central African Republic, Democratic Republic of Congo, Gabon, Madagascar, Niger, Tanzania, Somalia, and Sudan. EISA has continental and sub-regional programmes. EISA strives for excellence in the promotion of credible elections, citizen participation and the strengthening of political institutions for sustainable democracy in Africa

Reporting to the Finance & Administration Manager Sudan, the Driver will be required to:

Key tasks and responsibilities

- Drop and pick up project staff to and from meetings, to and from the office and any other places requested by project staff
- Drive consultants and project staff to and from the airport and facilitate travel formalities
- Ensure the cleanliness of the vehicle and ensure daily maintenance, (check oil, water, battery, brakes, tyres, etc.)
- Report any malfunction of the car
- Follow up on vehicle repairs requiring the intervention of a professional mechanic
- Ensure that the vehicle's insurance and licence is updated and report the renewal at least one month before the expiry date to the finance manager
- In the event of damage or accident (incident report), ensure that the formalities provided for in the regulations are completed without delay
- Comply with EISA's policies and procedures
- Comply with the law and traffic regulations in the country as well as the procedures governing the use of EISA vehicles
- Keep the vehicle logbook up to date
- Keep the status of the expenses incurred and have the minor expenses advanced reimbursed on the presentation of supporting documents relating to the use of the vehicle
- Ensure the distribution, collection of letters, banking and/or other documents or deliveries required
- Ensure that emergency safety and rescue equipment is available at all times in the vehicle.

- Assist with logistics related to activities whenever necessary
- Perform any other duties as may be requested by the EISA Country Director or the Finance & Administration manager Manager Sudan.

Personal specifications:

- Have a sense of initiative
- Courtesy, discretion, and availability
- Integrity, rigour and sense of organisation
- Ability to set priorities and anticipate hindrances on the road that might impact operations.
- Able to work in a team and learn

Required experience:

Education :

- Secondary education level
- Have a valid driver's license

Expérience :

- At least 4 years of experience in the position as a driver

Language skills :

- Fluency in Arabic written and oral communication
- Knowledge of English would be an asset

Please send an application letter and CV that includes three references by email with the subject title "Driver" to Ange Marie Nijimbere at ange@eisa.org by the 25th of April 2022, 23h59

Only shortlisted candidates will be contacted. Position open to Sudanese citizens. EISA reserves the right not to employ