

OACPS/41/028/20
AFHR/HR/LM/dbm

**Submit
Application**

The Secretariat of the Organisation of African, Caribbean and Pacific States (OACPS) hereby publishes the vacant post of Secretary-General's Driver Grade **(GS1)** at the Secretariat.

Please find attached:

- The Job description of the post;
- The conditions of service and employment for the post.

Applications for the post **must** be sent to: **OACPS Secretariat, 451 Avenue Georges Henri, 1200 Brussels - Belgium** or by e-mail to: hr@acp.int and must reach the Secretariat not later than **17th June 2020**.

Applications **must** be accompanied by the following documents:

- a) An updated curriculum vitae completed in this format <https://europass.cedefop.europa.eu/editors/en/cv/compose> (**This is a mandatory requirement**);
- b) Copies of academic and professional qualifications: diplomas, certificates, etc.;
- c) Reference documents attesting to the work experience and competence of the applicants;
- d) Contact details of at least one referee from each post held in the past three (3) years of employment;
- e) A copy of a valid Belgian Identity Card or Permanent Residence Permit (**only applications from EU nationals and residents will be considered**).

Please note the following:

- a) **The contract of employment for this post will be based on Belgian Labour and Social Security Laws;**
- b) **Only short-listed candidates will be contacted.**

Job Description

I. Post Information	
Post Title: Secretary-General's Driver Organizational Unit: Secretary General's Office Supervisor/ Grade: Secretary-General	Current Grade: GS1

--	--

II. Organizational Context

Under the direct supervision of the Secretary-General, the Secretary-General's Driver is responsible for providing driving services, in the official vehicle, to the Secretary-General. On the instruction of the Secretary-General, the Driver transports high-ranking officials and visitors of the OACPS Secretariat. The performance of his/her driving duties extend to family members and personal visitors of the Secretary-General. On the instructions and/or approval of the Secretary-General, the Driver may undertake official travel outside Brussels, Belgium, and perform other assignments when the Secretary-General does not require his/her services during normal working hours.

The Secretary-General's Driver maintains close contact with the Chef de Cabinet, the Chief of Protocol and Public Relations, and the Secretary-General's Private Secretary. In addition, the Driver maintains contact with officials relevant to his/her line of work at OACPS Missions and Embassies, and at the European Commission.

The Driver ensures the periodic servicing and cleanliness of the official vehicle at his/her disposal, under the guidance of the Expert - General Administration.

The Driver ensures to maintain a log of all travel in the official vehicle and one for the refueling of the official vehicle, with original receipts, both of which are submitted to the Expert – General Administration on a monthly basis.

The Driver performs additional functions that may be assigned by the Secretary-General.

III. Functions / Key Results Expected

Summary of Key Functions

- ❑ Provides driving services to the Secretary-General in the official vehicle.
- ❑ Responsible for the timely transportation of high-ranking officials and visitors of the OACPS Secretariat, the Secretary-General's family members and personal visitors to various destinations on instructions of the Secretary-General.
- ❑ Periodically services and cleans the official vehicle under the guidance of the Expert - General Administration.
- ❑ Performs additional functions that may be assigned by the Secretary-General.

IV. Impact of Results

The key results have an impact on the safe, efficient and timely transportation of the OACPS Secretary-General for official purposes.

V. Competencies

Core Competencies:

- Courtesy, tact and the ability to work effectively with people of different national and cultural backgrounds.
- Remains calm and maintains composure under stress or during a crisis.
- Reliable and punctual as all times.

Operational Effectiveness:

- Demonstrates excellent knowledge of the Belgian highway code.
- Demonstrates an ability to drive carefully and for long distances.
- Demonstrates ability to operating a motor vehicle Global Positioning Systems (GPS).
- Demonstrates excellent knowledge of diplomatic protocol of conduct required in the line of duty.
- Demonstrates excellent knowledge of safety requirements when driving.

Behavioural Competences:

- Highest standards of discretion and integrity on all matters encountered in the line of duty.
- Demonstrates a good sense of responsibility.

VI. Recruitment Qualifications

Education:	Secondary school diploma or equivalent. Valid Belgian Driver's Licence, with a clean driving licence.
Experience:	Minimum of three (3) years of working experience as a personal or executive driver to Ambassadors or high-ranking Officers of international organizations or the civil service.
Language Requirements:	A good command of English, French, Spanish or Portuguese. A working knowledge of one of the other 3 would be an added advantage.

APPOINTING AUTHORITY

Staff Members of the Professional and General Services categories are appointed by the Secretary-General on the recommendation of the Recruitment Advisory Committee chaired by the Assistant Secretary-General, Head of the Department of Administration, Finance and Human Resources.

CONDITIONS OF SERVICE FOR THE AFOREMENTIONED POST

The conditions of service for this post will be in line with the Belgian Labour and Social Security Laws.

REMUNERATION:

Will be in line with the ACP Secretariat Salary Scales.

**Submit
Application**