

Salary Band 1A	Drivers X3
Reports to:	Senior Administration Manager
Duration:	Until 31 March 2025

1. BACKGROUND

The BMZ - financed programme “**Transboundary Water Management in SADC**” supports the implementation of regional strategies for **Integrated Water Resource Management**. In its fifth phase, one focus lies on supporting the national **ReNOKA** programme through an Action for **Integrated Catchment Management (ICM) in Lesotho**, which is co-financed by the **EU**. **ReNOKA** aims to develop capacities of Basotho stakeholders and strengthen their livelihoods as well as to foster the climate resilient restoration of natural resources at catchment levels.

The ICM Action is looking for three drivers to provide safe services for our project teams covering trips to all districts and into South Africa/SADC as well as to soundly maintain the ReNOKA/ICM fleet.

A. OVERALL RESPONSIBILITIES

The driver reports to the Senior Administration Manager and works in close cooperation with other team members of the bundled Finance and Administration Unit of the Regional Cluster Lesotho. The driver works very closely with the fleet coordinator to establish movement plans, soundly maintain the ReNOKA/ICM fleet and to provide safe services to the project teams. The driver strictly follows GIZ rules & regulations especially in terms of keeping accurate logbooks and ensures the adherence to all safety and driving principles.

B. TASKS

- Provide safe passenger transport in an official car for office, project or programme staff, official visitors and guests within Lesotho and beyond applying defensive driving suitable for road and weather conditions.
- Run errands for the project, programme or office, e.g. sending letters and messages, paying bills and buying smaller quantities of office supplies.
- Transport goods if necessary, following proper documentation and load securing technics.

- Complete the vehicle logbook correctly and conscientiously in accordance with GIZ's rules & regulations outlined under ID-196.
- Fuel vehicles in line with GIZ rules and regulations to allow for accurate fuel consumption control.
- Look after and maintain the vehicle in line with the given standards and procedures including vehicle check lists.
- Ensure that the project vehicle documents, receipts and alike are submitted in good condition and timeously.
- Handle all project vehicles with utmost care and immediately record technical problems, report these and contribute to the strict maintenance and service plan of the fleet.
- Immediately report all involvement of the project or office vehicle in accidents, including minor accidents, damage, loss or theft of vehicle fittings.
- Support the setting up of workshop and event spaces.

C. OTHER DUTIES/ADDITIONAL TASKS

The Driver shall perform other driver-, vehicle-related and administration tasks at the request of the management of the projects and the Cluster in Lesotho.

D. REQUIRED QUALIFICATIONS, COMPETENCIES AND EXPERIENCE

Qualifications

- Secondary/High school education;
- A valid driver's licence
- First Aid Certificate

Professional experience

- 3 years of working experience as a driver with references;
- No major accidents in the past three (3) years.

Knowledge and Additional Competences:

- Good knowledge and command of the English language – both verbally and in writing;
- Good knowledge of word and excel and use of logbook applications
- Discipline and punctuality, resilience and patience;
- Familiarity with the roads in Maseru and the entire country;
- Appropriate appearance and attire as well as friendly manner with all passengers;
- Willingness to upskill as required by the tasks to be performed – corresponding measures are agreed with management, as applicable.

E. ADDITIONAL INFORMATION

- This position is based the GIZ programme office in **Maseru, Lesotho** and involves frequent travel within Lesotho and beyond, as applicable. Two positions might move to **Leribe** and/or **Mohales Hoek** as duty stations within the next 6 months.
- The contract period for this position is until **31 March 2025** in line with the current commissioning period of the project.
- At GIZ, you will be offered a global network and an atmosphere that is characterised by diversity, respect, and genuine equal opportunities. Gender equality promotion is a matter of course for us.
- GIZ is a signatory of the Diversity Charter. Recognition, appreciation and inclusion of diversity in the company are important to us. All employees shall be valued - regardless of gender and gender identity, nationality, ethnic origin, religion or belief, disability, social background, age or sexual orientation.
- GIZ would like to increase the proportion of employees with disability. Applications from persons with disabilities are most welcome.
- Female candidates are encouraged to apply.
- For more information on the ICM Programme, please visit our project page: <https://renoka.org>.

F. APPLICATION PROCESS

Suitable candidates should apply by submitting:

- **Motivation letter** (max 1 page) stating why they should be the preferred candidate, the value added they will bring to the project and **their expectation salary range**.
- A **detailed CV** and indicating **their nationality**.

Applications should be submitted to: recruit-pretoria@giz.de, with the email subject line “**Application for Driver**” for the attention of Head of Human Resource.

NB: Interviews will be held in **Maseru, Lesotho**.

Closing date for applications: **18th June 2024**.

Only shortlisted candidates will be contacted.

Applications without a motivation letter will not be considered!