

Job Description

Job Title	Locally Engaged Office Driver / Messenger		
Directorate or Region	SSA	Department/Country	Resources, Senegal
Location of post	Dakar	Pay Band	1
Reports to	Resources Coordinator	Duration of job	Three (3) years Fixed Term

Purpose of job:

To provide British Council Senegal with the driving and administrative support as required.

Context and environment:

This post is one of several making up the British Council Senegal Resources Team (BSS). The post requires a valid driving permit category B and generic administrative skills.

Accountabilities, responsibilities and main duties:

The postholder will be accountable to the Resources Coordinator Facilities and through him/her to Head of Finance and Resources, for the successful delivery transport and administrative support to the British Council in Senegal

The postholder will be responsible for supporting all staff with regard to transport services and allocated administrative duties.

Specific duties will include:

- Transportation of staff for work-related purposes as agreed on the transport plan (car bookings) in a safe manner, including meeting and greeting at airports.
- Ensuring regular maintenance of the office vehicle; this will include servicing, cleaning and any other ad hoc maintenance items.
- Keeping proper records of mileage, refuelling and servicing to ensure a proper audit trail
- To deliver errands promptly and effectively, manage mail services
- Support to other teams where required.
- Carrying out general office duties as directed by line manager. Examples of kinds of duties are:
 1. Checking daily fuel level of generators
 2. Assists the Resources Assistant in fuel Management
 3. General messenger duties, eg banking and postage
 4. Completing overtime sheets
 5. Assisting in office set up for events

6. Assisting the resources assistant in stationery management
7. Weekly submission (Each Monday) of copy of signed car log sheets.

Key relationships:
Internal:

- coordination and cooperation with other departments within BC offices
- liaison with colleagues from other departments to ensure that all tasks are completed as per required deadlines
- general team working with colleagues across the directorate

External:

- coordination and cooperation with suppliers and service providers

Other important features or requirements of the job

Operational work requires occasional (or sometimes regular) work outside conditioned hours, for example in the evenings or at weekends. Overtime should be agreed with the line manager in advance to maintain an adequate work-life balance. Postholders may be required to travel abroad on BC business and should therefore hold valid travel documents.

Please specify any passport/visa and/or nationality requirement.

Right to live and work in Senegal

Please indicate if any security or legal checks are required for this role.

Criminal Record check will be required

Person Specification

	Essential	Desirable	Assessment stage
Behaviours	<ul style="list-style-type: none"> Creating shared purpose – Essential 		Required for the position but not used in recruitment process
	<ul style="list-style-type: none"> Making it happen – Essential 		
	<ul style="list-style-type: none"> Shaping the future – Essential 		
	<ul style="list-style-type: none"> Working together – Essential 		<ul style="list-style-type: none"> Interview
	<ul style="list-style-type: none"> Connecting with others – Essential 		<ul style="list-style-type: none"> Interview
	<ul style="list-style-type: none"> Being accountable – Essential 		<ul style="list-style-type: none"> Interview
Skills and Knowledge	<ul style="list-style-type: none"> Using technology (Level 1) 		<ul style="list-style-type: none"> Shortlisting & Interview
	<ul style="list-style-type: none"> Communicating and Influencing (Level 1) 		<ul style="list-style-type: none"> Interview
	<ul style="list-style-type: none"> Planning and Organising (Level 1) 		<ul style="list-style-type: none"> Shortlisting & interview
Experience	<ul style="list-style-type: none"> Public Transportation 		<ul style="list-style-type: none"> Shortlisting
Qualifications	<ul style="list-style-type: none"> Working knowledge of English and a willingness to learn and improve English to a B2 level 		<ul style="list-style-type: none"> Shortlisting & interview
	<ul style="list-style-type: none"> Driving License (Category B) 		<ul style="list-style-type: none"> Shortlisting

Submitted by	Djibril Gaye, Head of Finance and Resources	Date	12 January 2016
--------------	---	------	-----------------