

In Case of reply the number and date of this letter should be quoted

My ref N°

Your Ref



REPUBLIC OF GHANA

EMBASSY OF GHANA
B.P 732
Conakry - Guinea
TEL. +224 627 26 11 11

VACANCY VACANCY VACANCY

UTILITY DRIVER

The Embassy of the Republic of Ghana in Conakry is seeking to recruit a qualified and experienced driver to serve as the utility driver.

KEY RESPONSIBILITIES:

- Drive the official vehicle of the Embassy;
- Liaise with the Embassy and its service providers;
- Delivery and picking correspondences;
- Picking and dropping officers;
- Airport duties;
- Maintenance of vehicle including basic servicing, cleaning of the vehicle, fuelling, etc.;
- Completing documentation such as log books; and
- Undertake any other duties as assigned by the Embassy.

QUALIFICATIONS:

- Age between 18 and 35 years;
- Minimum of Secondary Education;
- Fluent in English (written and spoken);
- Working knowledge in French is essential;
- Valid driving license at least class D1 in Ghana or its equivalent;
- Knowledge of Conakry and the Country at large;
- Valid work and residence permit; and
- 4-5 years working experience as a driver in a Diplomatic or International institution.

Interested applicants are to submit their application together with curriculum vitae in person at the Embassy or through an email indicating "VACANCY" to conakry@mfa.gov.gh on or before Sunday, 4th February, 2024

NOTE: Only shortlisted applicants would be contacted for the interview

