

Japan International Cooperation Agency (JICA)
Zimbabwe Office
Employment Opportunities
-The post for the OFFICE DRIVER-

The Japan International Cooperation Agency (JICA) is the agency of the Government of Japan responsible for implementing Japan's Official Development Assistance (ODA). To adequately fulfill its mandate and role in the country, JICA Zimbabwe Office is now inviting applications from suitably qualified and self-motivated persons of high personal integrity to apply for the following positions:

Positions for Application:

Office Driver in charge of vehicle operation as office driver, vehicle management, and vehicle operation management.

The Office driver is expected to support the duties and responsibilities of senior officers, including the Resident Representative, and to work under their guidance in good collaboration with other office members.

Applicants for the Office Driver is required to have the following basic qualifications:

- (1) Driver's licence: Licence with the code B or equivalent and Defensive Driver's Certificate are required.
- (2) Academic qualifications: Completed high school education with three "O" level required. Specialized/technical training in driving or related field is desirable.
- (3) Working Experience: more than five years as a professional driver is required. Work experiences in an international organization, embassy or UN system with a safe driving record is desirable.
- (4) Language: Moderate or high Proficiency of English in speaking and writing
- (5) PC skills: Basic skills of PC preferable.

Expected timeline:

Feb.3 at 12:00	Deadline for submission of application
Feb.3-6	Notice of Interview
Feb.10-13	Interviews (including a short test for writing and PC skills)
Feb.21	Notice of Employment
April 1	Beginning of work at JICA Zimbabwe Office

Detail information and instructions for application:

Please see the following pages.

Application deadline:

12:00 local time, Monday 3 February 2025.

END

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Detail information and instructions for application

1. Positions for Application:

Office Driver in charge of vehicle operation as office driver, vehicle management, and vehicle operation management.

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2. Tasks for the Positions

Please see the attachment.

3. Applicants for the Office Driver is required to have the following basic qualifications:

- (1) Driver's licence: Licence with the code B or equivalent and Defensive Driver's Certificate are required.
- (2) Academic qualifications: Completed high school education with three "O" levels required. Specialized/technical training in driving or related field is desirable.
- (3) Working Experience: more than five years as a professional driver is required. Work experiences in an international organization, embassy or UN system with a safe driving record is desirable.
- (4) Language: Moderate or high Proficiency of English in speaking and writing
- (5) PC skills: Basic skills of PC preferable.

4. Instructions for Application

(1) Step1: Submission of Application documents

- 1) Required documents for submission
 - a. Application Form (Online submission by Microsoft Forms)
 - b. CV
 - c. Photograph of applicant's face
 - d. Copy of Academic degree certificate (by the highest educational institute)
 - e. Copy of National ID (or Passport)
 - f. Copy of valid driver's license (with the code B or equivalent)
 - g. Copy of Defensive Driver's Certificate
 - h. Copy of Health Certificate

2) How to apply

- Complete and submit “Microsoft Forms” located at URL[<https://forms.office.com/r/meZEJdPu3g>] by the due date.

AND

- Send an email with all required documents (b, c, d, e, f, g, and h specified in 4. (1) 1)) attached to the following email address.

Email address: jica_zim_rec@jica.go.jp

Note: Item b, c, d, e, f, g, and h can be submitted in the form of word, excel, pdf, jpeg or similar electronic file.

The subject line of the email should read ‘Application for driver post’, and the text of the email should include the applicant's full name and telephone number.

OR

- Submitting application to JICA Office with printed copies

All required documents (b, c, d, e, f, g, and h specified in 4. (1) 1)) should be submitted in an envelope to the JICA Zimbabwe office (4 Lucie Lane, Avondale, Harare).

The envelope should be marked ‘Application for Office Driver post’ and include the applicant's name and telephone number.

3) Submission due date

Strictly by 12:00 noon, Monday 3 February 2025 (local time)

4) Remarks

- Application that is not received by the submission due date and/or incomplete is not acceptable.
- Only successful applicants of Step1 will receive the notice of interview. (There will be no notice for unsuccessful applicants.)

(2) Step2: Interview and practical driving skills test

1) Date and time

Between Monday 10 and Thursday 13 of February 2025.

Date and time will be decided considering applicant's availability, but the interview must be done during the dates indicated above.

2) Place

JICA Zimbabwe Office

4 Lucie Lane, Avondale, Harare

Tel: +263-24-2333076/2334317/2303988

3) Contents

- Interview
- Practical driving skills test

4) Documents necessary to bring to the interview

- a. Academic degree certificate (by the highest educational institute)
- b. National ID (or Passport)
- c. Valid driver's license (with the code B or equivalent)
- d. Defensive Driver's Certificate
- e. Medical certificate

5. Working Conditions

- Basic monthly salary: the range of USD 500 to 1,000 (dependent on academic qualifications and working experiences)
- Benefits which are subject to the JICA internal regulations: Transportation Allowance, Housing Allowance, Business trip allowance; Health Insurance (private health insurance); Annual Health Check
- Probation period: 3 months
- Contract term: one year. The contract may be renewed based upon performance.
- Workplace: JICA Zimbabwe Office; 4 Lucie Lane, Avondale, Harare, Zimbabwe
- Normal working hours: 08:00-16:30 (Mon to Thu), 08:00-13:00(Fri)

6. Employment Contract

Employment Contract will be concluded between JICA and the successful applicant. The actual work at JICA Zimbabwe Office is expected to start from Tuesday 1st April 2025.

7. Remarks

- Submitted application documents shall not be returned.
- Submitted application documents shall be used for the purpose of selection only.
- Any cost for application shall be borne by applicants.

END

Attachment: Tasks for the Position

Tasks for the Position

Job Title: Office Driver

Responsibilities and Duties:

The Office driver, in charge of vehicle operation as office driver, vehicle management, and vehicle operation management, is expected to support the duties and responsibilities of senior officers, including the Resident Representative, and to work under their guidance in good collaboration with other office members.

<Driving, Admin, Operations and Logistical Support in the JICA Office>

- 1) Providing reliable and safe driving services by; driving office vehicles for the transport of JICA staff and visitors; delivery and collection of mail, documentation and other stuff; meeting official personnel and visitors at the airport.
- 2) Keeping abreast of traffic and road and security and safety awareness to enable safe and on time arrival for meetings.
- 3) Assisting passengers to and from the vehicle.
- 4) Assisting in loading and unloading luggage and other stuff into the vehicle.
- 5) Maintain records for vehicles, logs official trips, records daily mileage, records the use of fuel vouchers, and keeps records on consumption.
- 6) Ensure cost-savings through proper use of vehicles through accurate maintenance of daily vehicle logs, provision of inputs to preparation of the vehicle maintenance plans and reports.
- 7) Assist in the mailing and distribution of letters, publications, etc, as required.
- 8) Keeping the interior and exterior of the vehicle clean and properly maintained.
- 9) Ensuring the vehicle is parked in the area that permits parking.
- 10) Ensuring all the vehicles are fully locked at the parking space at the end of the day.
- 11) Assisting office staff with general administrative duties as required.
- 12) Assisting office staff with general operations support duties as required.
- 13) Assisting office staff with general logistics and protocol support duties as required.
- 14) Assisting office staff with emergency and humanitarian support duties as required.

<Conducting Vehicle Operation Management>

- 1) Planning weekly and daily vehicle operation plan depending on requests by office staff and necessity of office works.
- 2) Supporting office staff to allocate drivers dispatched from companies according to operation plans.
- 3) Keeping track of insurance and tax formalities.
- 4) Ensure availability of all the required documents/supplies including vehicle insurance, vehicle registration, vehicle logs, office directory, map of the city/country, first aid kit, and necessary spare parts in the office vehicles.
- 5) Supporting and giving guidance to drivers dispatched from companies on their duties.

<Conducting Basic Vehicle Maintenance>

- 1) Ensure proper day-to-day maintenance of the office vehicles through timely minor repairs, arrangements for major repairs, timely changes of oil, check of tires, brakes and water levels, car washing, etc. so that the vehicle is kept clean and in good running condition at all times.
- 2) Reporting the management when the timing for the service maintenance comes.
- 3) Checking jerry cans regularly to ensure more than half of jerry cans are always full.
- 4) Keeping record in the logbook when refueling from jerry cans into the vehicle.
- 5) Reporting accidents, and vehicle damage to the management.

<General Support>

- 1) Acting as a translator in local language for official passengers, where necessary.
- 2) Stand-in for other team members on selected functions as may be required.
- 3) Carry out any other duties as may be required by Resident Representative.

END