### Job Description Ref no:

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|  | Role Profile |

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| Job Title | Office Driver | | | |
| Directorate or Region | SSA | | Department/Country | Resources, South Africa |
| Location of post | Johannesburg | | Pay Band | Pay band 2/Grade J |
| Reports to | Business Support Services Officer | | Duration of job | Indefinite |
| ***Purpose of job:***    To provide British Council South Africa with the driving and administrative support as required.  ***Context and environment:***  This post is one of several making up the BC South Africa Resources Team (BSS). The post requires a valid driving permit and generic administrative skills.  ***Accountabilities, responsibilities and main duties:***  The postholder will be accountable to the Business Support Services Officer and through him/her to Resources Manager, for the successful delivery transport and administrative support to the British Council in Johannesburg.    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, including meeting and greeting at airports and other venues. * 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 * Carrying out general office duties as directed by line manager. Examples of kinds of duties are:  1. Keeping staff list up to date 2. General office messenger duties 3. Completing overtime sheets and reconciling credit card statements monthly 4. Assisting in office set up for events 5. General assistance in office upkeep   ***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 or TOIL 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 South Africa | | |
| Please indicate if any security or legal checks are required  for this role. | | Standard South Africa Police Service (SAPS) checks required for all in the employment of BC South Africa | | |

### Person Specification

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|  | **Essential** | **Desirable** | **Assessment stage** |
| **Behaviours** | * Creating shared purpose (Essential) * Connecting with others (Essential) * Working together (Essential) * Being accountable (Essential) * Making it happen (Essential) * Shaping the future (Essential) |  | * Interviewing * Interviewing * Interviewing |
| **Skills and Knowledge** | * Computer skills (Level 1) * Communication skills (Level 1) |  | * Shortlisting * Shortlisting & Interviewing |
| **Experience** | * Public transportation with valid PDP (Professional driving permit) | * SAP experience * General office administration | * Shortlisting & interviewing * Shortlisting |
| **Qualifications** | * Matriculation graduate |  | * Shortlisting |

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| Submitted by | Cherezaad Jappie | Date | 29 January 2016 |