



Programme des Volontaires

Volunteers Programme

Passion. Motivation. Action

**TERMS OF REFERENCE FOR THE POST OF  
DRIVER/MESSENGER  
FREETOWN**

**I. Position Information**

**Job Title :** Driver/Messenger

**Duty Station :** Sierra Leone

**Category :** National Volunteer

**Number of positions:** 01

**Type of Contract:** ECOWAS Volunteers Programme

**Expected starting date:** 1<sup>st</sup> February 2022

**Duration:** One (01) year, with possibility for extension (depending on budget availability and satisfactory performance)

**Deadline:** 1<sup>st</sup> December 2021

**II. Preamble**

The ECOWAS Youth and Sports Development Centre (EYSDC), was created by the Decision A/DEC.13/01/05 of 19<sup>th</sup> January 2005 at Accra, Ghana as a specialized Agency of the Economic Community of West African States (ECOWAS).

At the 32<sup>nd</sup> session of the ECOWAS Summit held in June 2007, the Heads of States and Government adopted a new approach to regional integration by approving a new global vision called the ECOWAS Vision 2020. The principal objective of this vision is to move the Community from an «ECOWAS of States» to an «ECOWAS of Peoples» by the year 2020.

Consequently, the EYSDC implements her policies, activities and strategic action plans, as well as the ECOWAS vision in the areas of youth and sports, including the ECOWAS Volunteers Programme. The EYSDC's objective is to initiate, develop, coordinate and implement youth and sports programmes within the Community. To this end, it works to:

- mobilise the different segments of the population to ensure their integration and effective participation in the social development of the region, as well as the promotion of youth organisations and professional associations to ensure maximum participation in the activities of the Community;
- provide a permanent institutional framework within ECOWAS through which issues related to Youth and Sports activities in the sub-region can be developed and promoted.

### III. Organizational Framework of the Centre

The Youth and Sports Development Centre (EYSDC) is one of the Directorates under the Social Affairs and Gender Department of the ECOWAS Commission. It is based in Ouagadougou (Burkina Faso) under the headquarters agreement signed between the Burkina Faso authorities and the ECOWAS Commission.

Decision N° A/DEC 13/01/2005 of 19th January 2005 had adopted the organizational structure comprising of four Divisions (Youth, Sports, Administration and Finance, and TIC). However, since 2008, the Centre has undergone some structural modifications following the transfer of the ECOWAS Volunteers Programme (EVP) from the Political Affairs, Peace and Security Department of the Commission (CPAPS) to the EYSDC, under the Social Affairs and Gender Department.

The EVP is centralized in organisation, but decentralized in its application to allow for flexibility and adaptation to the current realities of each country. The strategic directions, including the formulation of the overall vision, goals and objectives of the Programme, is the responsibility of the Regional Coordination Council (RCC), whose role, among others, is to ensure that the EVP becomes a genuine voluntary arm of ECOWAS.

Being a cross-cutting programme, the ECOWAS Volunteers Regional Coordination Council (RCC) includes representatives of relevant departments of the ECOWAS Commission. The RCC is chaired by the Commissioner for Social Affairs and Gender of the ECOWAS Commission. She is assisted by the Director of the ECOWAS Youth and Sports Development Centre (EYSDC), as Alternate Chairman of the RCC.

The executive arm of the RCC is the Regional Office, provided by the EYSDC in Ouagadougou (Burkina Faso). The programme's regional coordination activities are coordinated by a Regional Coordinator under the supervision of the EYSDC Director. Although the EVP is under the Youth Division of the EYSDC, it is directly supervised by the EYSDC Director for effectiveness.

At the National level, the National Coordination Council (NCC) serves as the national body through which national policy guidelines for the Programme are given. This Council works towards the understanding and entrenchment of the Volunteer Programme in the national environment. It also serves as advisor to the country office, which is responsible for the coordination of the Programme at national level. The NCC is chaired by the Head of the ECOWAS National Office in the country. It is made up of Focal Points/Representatives of the various ministries, Civil Society Organisations, United Nations Agencies and local youth associations involved in the implementation of the Programme at the National level.

### IV. Duties and Responsibilities

Under the overall supervision of the Country Coordinator and the direct supervision of the Programme Administrative Assistant, the incumbent will work as a Driver/Messenger to transport personnel of the Programme and other functional partners.

S/He will :

- Ensure the delivery and retrieval of mails, documents, folders, or specific goods.



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- Transport staff or visitors to town, or to other parts of the country or abroad.
- Ensure daily maintenance of the vehicle (washing, cleaning and checking of the levels of: fuel, oil, water and tyre pressure, and top them up to appropriate levels).
- Report any malfunctioning of the equipment and make repairs in authorized garages.
- Maintain the logbook of the vehicle and keep accurate records of all expenses incurred.
- Follow specific instructions, procedures and standards for efficient use of the vehicle to avoid damage to the vehicle, and to ensure the comfort and safety of the passengers.
- Comply with the driving laws and regulation in force in the country as well as the procedures governing the use of ECOWAS and UNDP vehicles.
- Ensure the update of all administrative documents of the vehicle.
- Ensure the renewal of the vehicle insurance at least one (01) month before the expiration date
- Carry out any other relevant task assigned by the Office.

**Qualifications et expériences requises :**

**Education :**

- A minimum of class 3 of secondary school education
- A minimum of class B driver's license

**Experience :**

- Minimum of 3 years working experience, good driving history. Very good knowledge of the highway code
- Knowledge in auto mechanics will be an asset
- Experience working with a regional or international organization would be considered an advantage.

**Exigences linguistiques :**

- A mastery of oral and written English language is a must.
- Working knowledge of French is an asset.

**Composition of Application :**

- A signed letter of application/motivation addressed to the Director, EYSDC, Ouagadougou, Burkina Faso;
- A detailed Curriculum Vitae highlighting specific skills and experiences of the candidate ;
- Certified copies of certificates, diplomas and work certificates ;
- A criminal record of less than three months



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## Submission of Applications

Applications should be submitted by email to the address: [evp.recruitment2021.SL3@ecowasvolunteers.com](mailto:evp.recruitment2021.SL3@ecowasvolunteers.com) with the title: **Application for the Post of Driver/Messenger, Sierra Leone** on the subject line.

### V. Conditions of Service

An initial 12-month contract will be offered with a total basic monthly living allowance of 497.5\$ US or its equivalent in local currency.

A life and health insurance cover for the incumbent of the position will be provided.

Other allowances and conditions of service as stipulated in the EVP management and Administration Manual and handbook of Conditions of service shall apply.

### VI. Other Conditions

The position is open to **ONLY nationals of Sierra Leone**, an ECOWAS Member State, aged not more than 38 years by the date of recruitment.

This position is considered a non-family ECOWAS National Volunteer position.

ECOWAS is committed to promoting gender equality and equity. To this end, female candidates are strongly encouraged.