

TERMS OF REFERENCE FOR THE DRIVER

Job title: Driver for the Head of Office

Duty Station: BCC Secretariat, Swakopmund

Commencement date: as soon as possible

Expected duration: 10 months, with a possibility of renewal

Salary notch: NAD 117,037 [Total cost to company]

1. About the Benguela Current Convention (BCC)

The Benguela Current Convention (BCC) is a multi-sectoral organisation established by the Republics of Angola, Namibia and South Africa (Parties) to spearhead regional collaboration for integrated management, sustainable development and protection of the environment using an ecosystem approach to ocean governance in the Benguela Current Large Marine Ecosystem (BCLME). The BCC is the first inter-governmental Convention in the world to be based on the Large Marine Ecosystem (LME) concept of ocean governance – a move towards managing transboundary resources at the larger ecosystem level (rather than at the national level) and balancing human needs with conservation imperatives.

The Secretariat of the Benguela Current Convention is located in Swakopmund, Namibia. The functions of the Secretariat, as defined in Article Thirteen of the Convention, are to:

- (a) provide services to the Ministerial Conference, the Commission and its subsidiary bodies to facilitate the execution of their functions;
- (b) establish rules and procedures of operation, functioning and appointment of its staff to be approved by the Commission;
- (c) propose the creation or termination of such positions as deemed necessary to perform its functions, with the approval of the Commission;
- (d) source resources, additional to the contributions made by the Parties, to carry out and implement the programmes of the Commission;
- (e) establish partnerships with other organisations; and
- (f) Perform such other functions as the Commission may determine.

The core values of the BCC are: Integrity, Accountability, Transparency, Equity and Environmental sustainability.

2. General Responsibilities

The key role of the driver is to provide safe, reliable, and efficient driving services to the Head of Office, visitors and other authorized personnel, delivery and collection of mail, documents and other items ensuring timely transportation, adherence to security protocols, and proper maintenance of the assigned vehicle.

SPCIFIC RESPONSIBILITES:

1. Safely drive the office vehicle for transportation of the Executive Secretary and authorized personnel to official meetings, events, and field missions.

2. Meet officials at the airport and facilitate immigration and customs formalities when required.
3. Collect and deliver mails, documents, and other items.
4. Attend embassies for visa application drops and pick-ups.
5. Attend Ministries/ related offices for official works
6. Check the post box if there are any official documents.
7. Assist in photocopying, scanning, binding and packaging.
8. Receive telephone in absence of the person assigned for reception.

VEHICLE MAINTENANCE:

- Maintains cleanliness of vehicles on a regular basis.
- Safeguard tools, spare-parts (tires, tubes, batteries, mirrors, lights bulbs etc.) of the vehicles, and keep it neat and clean.
- Keep updated all vehicle documents including driving license.
- Maintains vehicles in good mechanical order.
- Ensures that vehicle under care is always secured from loss or damage.
- Maintains vehicle logbook, accounting for all mileage and fuel consumption/costs.
- Try to minimize fuel costs.
- Perform daily operational inspection of vehicle to include tires, lights, brakes, gas, oil, water, and interior; perform simple routine maintenance and repairs; report any problems to supervisor.

REQUIRED QUALIFICATION:

- Possess valid driving license for light vehicles.
- General knowledge on maintenance of vehicles.
- Thorough knowledge on Traffic rules.
- Minimum education is Secondary School Certificate (Grade 12)
- Able to speak and write in English, and/or Portuguese.
- At least 5–10 years driving experience.
- Good communication and public relations skills.

USEFUL ATTRIBUTES:

These skills and qualities enhance the ability of the security driver to succeed.

- work experience as a driver in an international/regional organization or embassy
- Ability to work long hours.
- Nonsmoking and non-alcoholic
- Courteous and accommodating attitude.
- positive attitude and strong interpersonal skills
- Strong organizational and time management abilities
- A committed team player with the ability to take initiative

3. Application Process

The vacancies are open to competent nationals of the BCC Parties (Angola, Namibia and South Africa)

Applications containing a cover letter, certified ID copy, a valid driving license, a CV and certified copies of qualifications should be forwarded to:

The BCC Executive Secretary, Driver, 1 Strand Street, Swakopmund, alternatively by post to: Private Bag 5031, Swakopmund, Namibia and/or preferable by email to: info@benguelacc.org

Closing date: 22 January 2026 – 16h00 (Namibian time)

Note: Only shortlisted candidates will be contacted for the interviews.