



JOB ADVERT

As part of the expansion of its activities, **Africa Eye Foundation (AEF)**, an international NGO is recruiting **02 Drivers** for its hospital **Magrabi ICO Cameroon Eye Institute (MICEI)** located in Obak on the road to Okola.

Responsibilities

- Carry out "minor vehicle maintenance" on the vehicle in respect to Magrabi ICO Cameroon eye Institute vehicle usage policy
- Responsible for cleaning the vehicle inside/outside and doing daily routine checks to ensure its proper functioning
- Must be able to detect the slightest malfunction in the vehicle
- Responsible for transporting staff, partners and guests in accordance with the guidelines and the calendars drawn up by MICEI/ responsible for the vehicle fleet
- Ensure compliance with safety standards and driving regulations
- Ensure the safety and integrity of MICEI vehicles and property
- Ensure that the documentation required by regulations is available prior to any journey
- Have excellent professional ethics and respect the rules of confidentiality
- Respect appointments and mission schedules
- Fill in the vehicle logbook as required
- Dress in an excellent manner and behave respectfully towards the staff being transported and all other road users
- Ensuring that MICEI is well represented when travelling
- Distribute mails to public offices as well as other institutions
- Carryout any other assigned task

Skills and Competences

- Excellent motor mechanic skills
- Excellent knowledge of the highway code
- Good interpersonal skills
- Adaptable, flexible, able to improvise and remain responsive even under pressure
- High level of integrity and ability to work as a team.
- Must be able to speak, read and write in English and/or French languages

Application file

Category "D" driver's License with relevant field work of at least 4 years and a defensive driving experience will be of added advantage

- Cover letter with salary expectations
- Updated Curriculum vitae with 3 references
- Photocopy of Driver's License
- Photocopy of highest diploma
- Photocopy of the National Identity Card

Application file should be sent by email to the following email address: info@micei.org with the subject line « **Application for the position of Driver** or submitted to the Human Resource Office in a sealed envelope with the subject "**Application for the Position of Driver**"

Deadline: Friday November 01, 2024

NB: Only shortlisted candidates will be notified.



Dr. Henry Njumbi