

Date: 29/09/2026

To: Whom it May Concern.

INVITATION FOR RECRUITMENT OF DAILY DRIVERS FOR DRC BAMENDA OFFICE

The Danish Refugee Council (DRC), in the framework of its humanitarian activities in the North-West Region of Cameroon, invites qualified and experienced individuals to express their interest in providing daily **driver services** for the DRC Bamenda office.

The recruitment is intended to establish a pool of qualified **Daily Drivers** who may be engaged on a daily or as-needed basis to support DRC's programme and operational activities in the Northwest Region – Bamenda.

Being selected for the driver's pool does not guarantee a fixed number of working days or a future permanent contract with DRC. Engagement will depend on DRC's operational needs and availability of assignments.

OVERALL, PURPOSE OF THE ROLE:

Under the direct supervision of the **Supply Chain Specialist**, based in Bamenda, North-West Region, the Daily Driver will provide driving support for DRC staff and partners, as well as the transportation of equipment and supplies within the project implementation areas.

1. DRIVING

- Be responsible for any vehicle assigned and driven, including the safe transportation of authorised DRC staff and cargo to designated destinations.
- Adjust driving speed according to road conditions and exercise additional caution in poor road and weather conditions.
- Ensure that the vehicle has all mandatory documentation, including the registration certificate, insurance and other required documents.
- Complete the vehicle logbook and ensure that passengers sign for every trip, as required.
- Ensure that a discharge of responsibility is completed for any non-DRC person boarding the vehicle.

2. VEHICLE MAINTENANCE

- Perform daily vehicle checks, including engine oil, brake fluid, tyre pressure, windscreen washer fluid, radiator/coolant level and other basic checks.
- Complete the daily vehicle check sheet and report any problems identified.
- Inform the supervisor of any damage to the vehicle and any repairs or maintenance required.
- Carry out minor repairs within the driver's competence to ensure the proper functioning of the vehicle.
- Always keep the vehicle clean, both internally and externally, and clean it regularly.
- Ensure that the vehicle is equipped with all required tools and equipment.
- Ensure that the vehicle has a valid and properly stocked first-aid kit.
- Conduct a monthly physical inventory of vehicle tools, equipment and first-aid kit.

3. LOADING AND UNLOADING

- Load and unload the vehicle and ensure that all necessary measures are taken to properly secure cargo during transportation.
- Respect and enforce the authorized vehicle load capacity and the maximum number of authorized passengers.

4. SAFETY AND SECURITY

- Be responsible for the safety and security of people and goods transported in the vehicle.
- Inform the appropriate DRC security focal point/manager of any security or safety incident encountered on the road.
- Ensure that the vehicle is maintained at a minimum of half a tank of fuel and refuel when necessary.
- Ensure that all passengers wear seat belts.
- Ensure that all required vehicle identification and safety stickers are properly displayed, including DRC and other mandatory stickers.
- Ensure that the vehicle is equipped with required signalling and safety equipment, including a warning triangle and fluorescent safety jacket.
- Respect and comply with DRC instructions and security procedures during road checks, checkpoints or roadblocks by armed elements.
- Perform duties in line with DRC's **Code of Conduct, safety, security and fleet procedures**, and represent DRC professionally at all times.
- Comply with national traffic laws and DRC driving rules and regulations.

The responsibilities listed above are not exhaustive and may be adjusted according to operational needs while remaining consistent with the overall purpose of the role.

EXPERIENCE AND TECHNICAL COMPETENCIES:

- Possession of a valid Category B driving licence.
- At least three (3) years of proven driving experience, preferably with an NGO, humanitarian organisation or similar organisation. Applicants should provide work contracts, attestations or other relevant supporting documents.
- Proven experience driving left-hand-drive (LHD) 4x4 vehicles, particularly vehicles such as the Toyota Hardtop.
- Basic knowledge of vehicle repairs and maintenance.
- Ability to work under pressure while maintaining a calm, cooperative and professional attitude.
- Good knowledge of local areas and willingness to work in a challenging security environment.
- Security and safety training will be an added advantage.
- Demonstrated punctuality and respect for rules and procedures.
- Availability to work outside normal working hours when required.
- Good knowledge of the North-West Region.
- Ability to maintain a high level of confidentiality regarding work-related information and data.

EDUCATION: • At least First School Leaving Certificate	Core competencies BasicAdvancedExpert			
	Striving for excellence	☒	☐	☐
	Collaborating	☐	☒	☐
LANGUAGE: • Fluency in English • Fluency in local language ((Pidgin)				

KEY STAKEHOLDERS: - DRC Support Services & Program teams - Local Government - Armed groups	Taking the lead	☒	☐	☐
	Communicating	☐	☒	☐
	Demonstrating integrity	☐	☒	☐
	<i>Find the definition of DRC's Core competencies here</i>			
	Basic: I master the essentials, but may at times need help from others Advanced: I can work independently at full professional level. Expert: I am the go-to person when others need help.			

COMPOSITION OF APPLICATION FILE: Interested applicants should submit an application file containing the following documents:

- Updated CV (maximum 2 pages);
- Cover Letter (maximum 1 page);
- Copy of valid driving license;
- Copy of academic certificate;
- Copy of Attestation of Taxpayers Registration (Taxpayers Card);
- Copy of National Identity Card; and
- Work attestation, contract or any other relevant supporting document demonstrating previous driving experience.

SUBMISSION OF APPLICATION FILE:

- Submit a sealed envelope containing the complete application file at the DRC Upstation Bamenda Office, End of Tar, GRA, during working hours, no later than the 16th October 2026 at 5:00 PM or by email to the following address: **tender.cmr@drc.ngo**
- Only shortlisted candidates will be contacted for the next stage of the recruitment process.
- For further information, please contact DRC office Bamenda Supply chain department at :

Email: wandu.yanki@drc.ngo

Telephone: 651 412 077

N.B.: Applicants must be residing in the town of Bamenda.

Danish Refugee Council (DRC)
Bamenda, North-West Region, Cameroon