

# COUNCIL OF BUREAUX SECRETARIAT

An institution of the Common Market for Eastern and Southern Africa (COMESA)  
*Une institution du Marché commun de l'Afrique orientale et australe (COMESA)*



Secrétariat du Conseil des bureaux

للبيورو العامة للأمانة مجلس

## VACANCY ANNOUNCEMENT

### DRIVER

#### I. INTRODUCTION AND BACKGROUND

The Council of the Bureaux (COMESA Yellow Card) is an autonomous Institution of the Common Market of the Eastern and Southern Africa (COMESA) which is mandated to coordinate the COMESA Yellow Card Scheme operations in the COMESA Region. The COMESA Yellow Card Scheme is a regional third-party motor vehicle insurance protection designed to provide guarantee for compensation to third-party road traffic accident victims caused by foreign motorists visiting or transiting through another member country in accordance with the laws governing compulsory third-party motor vehicle insurance.

Applications are invited from suitably and experienced Zambian Nationals or Nationals of the COMESA Yellow Card member countries that have a right to live and work in Zambia to fill the following position at the Council of Bureaux (COMESA Yellow Card) Secretariat:

<b>Job Title</b>	: Driver
<b>Grade</b>	: GS 7
<b>Duty Station</b>	: Lusaka, Zambia
<b>Indicative Basic Salary</b>	: COMESA Dollars (COM\$) 8,298.78 – COM\$ 12,030.27
<b>Reports To</b>	: Senior Human Resources and Administrative Assistant
<b>Supervises</b>	: None

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COMESA Centre, Ben Bella Road. P.O. Box 30051, Lusaka, Zambia, Tel.: +260-211-22 97 25/ 32 – [www.comesayellowcard.com](http://www.comesayellowcard.com)  
Email: [vmasengu@comesa.int](mailto:vmasengu@comesa.int)



## II. OBJECTIVE OF THE POSITION

The Driver shall be responsible for providing safe, efficient, and timely transportation services to staff, officials, and visitors of the Secretariat. The role shall support the smooth execution of administrative and operational functions by ensuring the proper use, care, and maintenance of Secretariat vehicles in line with the Secretariat's transport policies and safety standards. The job holder shall play a key role in facilitating mobility, logistics, and messenger services that contribute to the overall effectiveness of the Secretariat's operations.

## III. SCOPE OF WORK AND DUTIES

Under the direct supervision of the Senior Human Resources and Administrative Assistant and overall direction of the Senior Finance and Administration Officer of the Council of the Bureaux Secretariat the Driver shall perform the following functions:

- a) Safely drive staff, visitors, and official guests to meetings, workshops, and other approved destinations.
- b) Deliver and collect documents, parcels, and other materials as required, ensuring secure and prompt handling.
- c) Ensure punctuality and maintain a professional and courteous demeanor at all times.
- d) Comply with all traffic regulations, defensive driving principles, and internal transport guidelines.
- e) Maintain discretion and confidentiality during official assignments.
- f) Conduct daily pre- and post-trip vehicle inspections, checking fuel, oil, water, tires, lights, and brakes.
- g) Maintain assigned vehicles in clean, safe, and serviceable condition at all times.
- h) Record all trips, mileage, fuel consumption, and maintenance in the vehicle logbook accurately.
- i) Promptly report any defects, accidents, or required repairs to the Senior Human Resources and Administrative Assistant.
- j) Ensure vehicles are regularly serviced and that all necessary documentation—such as insurance, fitness, and road tax—is up to date.
- k) Assist in general administrative tasks such as the collection and delivery of mail, documents, or supplies.
- l) Support logistical arrangements for meetings, conferences, and field activities, including loading and offloading of materials.
- m) Provide airport pick-up and drop-off services for staff, consultants, and delegates.
- n) Assist the Senior Administrative Assistant with coordination of vehicle scheduling and maintenance plans.
- o) Strictly adhere to the Secretariat's transport and road safety policies.
- p) Immediately report any accidents, incidents, or traffic violations and complete the required reports.
- q) Take all necessary measures to ensure the safety of passengers, vehicle, and goods transported.
- r) Maintain high ethical and professional conduct while on duty, representing the Secretariat positively at all times.
- s) Perform any other related duties as may be assigned by the Senior Administrative Assistant or the Finance & Administration Officer to ensure the efficient operation of the Secretariat.

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#### **IV. CANDIDATE'S PROFILE - DESIRED QUALIFICATIONS, EXPERIENCE AND SKILLS**

##### **(a) Education qualifications**

Minimum of Grade 12 or Secondary School Certificate of Education. Valid Class C or CE driver's license with a clean driving record. Training in defensive driving, vehicle maintenance or first aid will be an added advantage.

##### **(b) Experience**

Minimum of five (5) years of driving experience preferably in a regional, international, Non-Governmental (NGO) or public sector organisation. Candidates with experience obtained in a regional or international organisation would have an added advantage.

##### **(c) Skills and Attributes**

- i) Knowledge of Zambia's traffic regulations and familiarity with regional routes.
- ii) Basic mechanical knowledge to perform minor repairs.
- iii) Excellent interpersonal, communication, and time management skills.
- iv) Demonstrated integrity, reliability, and confidentiality.

##### **(d) Language requirements**

Fluency in English (written and spoken); proficiency in French is an added advantage.

#### **V. JOB GRADE**

The candidate shall be engaged in the General Services Category (GS 7)

#### **VI. PERIOD OF APPOINTMENT**

The successful candidate shall be appointed on an initial five (5) year contract renewable subject to satisfactory performance and attainment of the mandatory retirement age of Sixty (60) years in line with the Council of Bureaux Staff Rules.

#### **VII. DELIVERABLES**

The job holder shall be expected to perform his / her functions in line with the terms of engagement, performance targets that shall be set and reviewed from time to time and general performance standards acceptable to the Council of Bureaux.

#### **VIII. ELIGIBILITY FOR APPLICATION**

The position is only open to Zambian Nationals or Nationals of the COMESA Yellow Card member countries that already have a right to live and work in Zambia.

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## IX. MODE OF APPLICATION

All applications **must** be submitted on the prescribed **Council of Bureaux Employment Application Form** and accompanied with a cover letter, a curriculum vitae that must include three (3) traceable referees and copies of academic and professional certificates. Applications should be sent **through e-mail** not later than **Friday, 1 May 2026** and addressed to:

The Chief Executive Officer,  
Council of Bureaux Secretariat,  
COMESA Centre,  
Ben Bella Road,  
Lusaka, Zambia  
E-Mail: [cbsrecruitment@comesa.int](mailto:cbsrecruitment@comesa.int)

Only shortlisted applicants shall be acknowledged.

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