



The USAID Southern Africa Trade and Investment Hub (SATIH) project, a four-year trade facilitation project for Southern Africa. SATIH expected to increase global competitiveness and intra-regional trade and improve food security in Southern Africa. Anticipated project activities include efforts to support national and regional bodies to facilitate intra-regional trade of agricultural commodities and economic integration, facilitate improved private sector competitiveness in key value chains, and expand trade through utilization of the African Growth and Opportunity Act (AGOA).

**Objectives and Duties:**

The Project Driver will maintain all project vehicles and drive project staff to and from meetings, appointments, and all other project-related travel. Overnight regional travel may be required, as directed by the project. Specific responsibilities include:

- Vehicle maintenance including regular check-ups, cleanings, and fueling.
- Maintaining an accurate vehicle log.
- Working with Office Administrator/Logistics and Events Officer to manage daily vehicle and trip scheduling as needed.
- Maintaining accurate records and paperwork on all vehicle-related purchases and maintenance.
- Providing safe transportation to and from locations for project staff.
- Ensuring compliance with all DAI and local driving laws and regulations.
- Regularly audit office inventory and update TAMIS.
- Assist the Office Administrator/Logistics and Events Officer as needed.
- Other duties as assigned.

**Qualifications:**

- Matric Certificate.
- Basic knowledge of English.
- Excellent driving record.
- Valid local driver's license.
- At least 2 years of work experience as a driver, preferably for a USAID or other international donor-funded project.

**Supervisory Responsibilities**

The driver will have no supervisory responsibilities

**Base of Operations:**

Pretoria, South Africa

**Reporting:**

The Driver will report to the Office Administrator.