

## **GHANA REFUGEE BOARD VACANCIES**

Ghana, a relatively peaceful country in the West Africa sub-region currently hosts approximately 13,000 refugees from thirty-six (36) countries across the globe. The Ghana Refugee Board (GRB) was established by PNDC LAW 305 (D) of 1992 with a broad mandate to handle and manage refugee issues, provide care, assistance and protection for all asylum seekers and refugees on the shores of Ghana. GRB is an autonomous agency of the Ministry of the Interior. The Board is chaired by an official appointed by the President, and composed of representatives from the Ghana Police, Immigration, National Security, Ministries of Foreign Affairs, Education, Gender and Social Welfare, Attorney General and Justice and the National Disaster Management Organization with an observer status for UNHCR representation. Board functions are performed within the following legal framework: Ghana Refugee Law of 1992; the 1951 UN Convention Relating to the Status of Refugees; the 1969 OAU Convention Governing Specific Aspects of Refugee Problems in Africa. GRB's day-to-day affairs are handled by a Secretariat under an Executive Secretary appointed by the President on the advice of the Public Service Commission. GRB is seeking to recruit suitably motivated and qualified persons for the following positions:

### **Driver Grade I**

#### **Purpose**

- To provide transportation services to officials on assignment and ensure maintenance of vehicles.

#### **Duties and Responsibilities**

- Conveys assigned officials, goods and equipment to designated destinations;
- Performs daily pre-trip and post-trip vehicle inspections and minor maintenance task on assigned vehicles;
- Ensures periodic scheduled vehicle maintenance is completed and reported;
- Prepares trip reports;
- Makes daily entries into vehicle log book;
- Provides safety briefing to officials, and prepares accident and incident reports as and when necessary.

#### **Qualifications and Experience**

- A minimum of West African Senior School Certificate (WASSC) or Senior Secondary School Certificate (SSSC);
- A professional level qualification or industry skill-based certification in Auto-Mechanics;
- A valid Driving License not below 'D' class issued by the DVLA;
- A certificate from an accredited Driving Institute;
- A minimum six (6) years post license relevant work experience in a reputable public or private sector organization;
- Must pass a competitive selection interview conducted by GRB in consultation with the PSC.

**Competencies**

- Excellent leadership skills;
- Ability to coordinate work across different geographical locations;
- Good communication and interpersonal skills;
- Good knowledge of modern technology in transport management;
- Computer literacy.