Programme des Volontaires
Volunteers Programme

Passion. Motivation. Action

TERMS OF REFERENCE FOR THE NATIONAL ECOWAS VOLUNTEER POST OF DRIVER/MESSENGER
July 2026

I. Position Information

Job Title: **Driver/Messenger**

Number of Positions: One (01)

Duty Station: Republic of Sierra Leone

Category: National ECOWAS Volunteer

Type of Contract: ECOWAS Volunteers Programme. Non-Family Position

Expected start date: 1st September 2026

Duration: One (01) year, with possibility for renewal (depending on budget availability and satisfactory performance)

Deadline for Application: 21st July 2026

II. Preamble

The Economic Community of West African States (ECOWAS) was founded by the Treaty of Lagos, in May 1975 as a regional group of fifteen countries: Benin, Burkina Faso, Cabo Verde, Côte d'Ivoire, The Gambia, Ghana, Guinea, Guinea Bissau, Liberia, Mali, Niger, Nigeria, Senegal, Sierra Leone and Togo. Burkina Faso, Mali and Niger withdraw their membership of the Community in 2025. The aim of the Community is to promote co-operation and integration, leading to the establishment of an economic union in West Africa in order to raise the living standards of its peoples, and to maintain and enhance economic stability, foster relations-among Member States and contribute to the progress and development of the African continent.

Through its departments and various agencies, ECOWAS is implementing critical and strategic programmes that will deepen cohesion and progressively eliminate identified barriers to full integration. In this way, the citizens of the community can ultimately take ownership for the realization of the new vision of moving from an ECOWAS of States to an "ECOWAS of the People: Peace and Prosperity for All" by 2050.

Toward the achievement of this vision, the ECOWAS Youth and Sports Development Centre (EYSDC), which was created by the Decision A/DEC.13/01/05 of 19th January 2005 at Accra, Ghana as a specialized Agency, is implementing policies, activities and strategic action plans, as well as the

ECOWAS vision in the areas of youth and sports, including the ECOWAS Volunteers Programme (EVP) under the Human Development and Social Affairs Department of the ECOWAS Commission. Originally based in Ouagadougou (Burkina Faso), the EYSDC was relocated to Monrovia, Liberia following the withdrawal of Burkina Faso from ECOWAS in 2025.

III. Organizational Framework of the Mission

Since its official launch in Monrovia, Liberia on 26 March 2010, the ECOWAS Volunteers Programme (EVP) has devoted time, resources, and expertise to promoting regional unity, peace, and development through volunteerism. The ECOWAS volunteers, young male and female Community citizens, have kept faith with the ECOWAS vision of a community of people supporting people, and demonstrated their collective conviction that peacebuilding and reconciliation can be useful development tools for establishing peace in member States and across West Africa region.

The ECOWAS Volunteers Programme (EVP) is a demand-driven flagship programme of the ECOWAS Commission. It seeks to harness and inject the expertise and professional and personal contributions of mainly young citizens into the process of the implementation of national development agenda of their host countries and communities. And as they do so, they also build and develop their own capacities through contacts with their new professional and social-cultural environments and the lessons derived therefrom.

Under agreement between the ECOWAS Youth and Sports Development Centre (EYSDC), and the Government of Sierra Leone, the ECOWAS Commission intends to recruit a National Volunteer Driver/Messenger in order to assist in the implementation of the ECOWAS Volunteers Programme (EVP) objectives at the EVP Country Office with the Ministry of Planning and Economic Development (MoPED).

IV. Duties and Responsibilities

Under the supervision of the ECOWAS Volunteers Programme Country Office in Sierra Leone and in conjunction with the Ministry of Planning and Economic Development (MoPED), the ECOWAS National Volunteer, Driver/Messenger will:

a. Provide safe, reliable, and efficient transportation services for ECOWAS Volunteers Programme personnel, volunteers, consultants, and authorized visitors as required.
b. Drive official vehicles for programme-related activities, meetings, workshops, field missions, airport transfers, and other official assignments.
c. Ensure that assigned vehicles are operated in accordance with traffic regulations, road safety standards, and ECOWAS administrative procedures.
d. Conduct daily vehicle inspections and ensure that vehicles are in good working condition before and after each trip.
e. Monitor and maintain vehicle fuel levels, oil levels, tire pressure, water levels, batteries, and other essential vehicle components.
f. Maintain accurate vehicle logbooks, mileage records, fuel consumption records, and maintenance schedules.
g. Ensure that vehicles are kept clean, presentable, and roadworthy at all times.

h. Promptly report any vehicle defects, accidents, incidents, mechanical problems, or maintenance requirements to the appropriate supervisor.
i. Coordinate routine servicing, repairs, inspections, insurance renewals, and registration requirements for assigned vehicles.
j. Assist in the transportation and delivery of office equipment, programme materials, supplies, and other items as required.
k. Receive, dispatch, and deliver official correspondence, documents, parcels, and messages to government institutions, partners, service providers, and other stakeholders.
l. Collect and distribute mail and official documents in a timely and confidential manner.
m. Support logistical arrangements for meetings, workshops, trainings, conferences, and other programme activities.
n. Ensure the confidentiality and security of passengers, official documents, and items entrusted to him/her.
o. Adhere to all safety, security, and risk management procedures established by ECOWAS and the host institution.
p. Respect and uphold the values, principles, rules, and regulations of the ECOWAS Volunteer Programme, the host institution, and the Government of Sierra Leone.
q. Prepare and submit periodic activity and progress reports to the ECOWAS Volunteers Programme (EVP) Country Office as required.
r. Respect and uphold the values, principles, rules, and regulations of the ECOWAS Volunteers Programme, the host institution, and the Government of Sierra Leone.
s. Perform any other duties related to youth development, and capacity building as may be assigned by the host institution, MoPED, the ECOWAS National Office or the EVP Country office.

V. Required Qualifications and Experience:

Education/Degrees	Certificate of Completion of secondary school education or equivalent qualification from a recognized institution.
Qualifications/Skills	▪ Valid driver's license with authorization to operate light-duty vehicles and a clean driving record. ▪ Good knowledge of road networks, routes, traffic regulations, and driving conditions within Sierra Leone. ▪ Excellent communication, interpersonal, and teamwork skills. - Ability to work under pressure, manage multiple assignments, and maintain professionalism at all times. High level of integrity, professionalism, and attention to detail. ▪ Knowledge on ECOWAS countries' socio-economic situation, cultural dimensions and political structure;
Experience	At least two (2) years of professional driving experience with government institutions, international organizations, NGOs, or private sector organizations.
Other conditions	Immediately available In good health Full physical mobility,

	Able to undertake field missions Ability to work under pressure Ability to speak, listen, analyze, and synthesis information Multicultural environment
Software	Microsoft office (Word, Excel, Access, PowerPoint, Outlook) Internet tools
Values	Passion – Motivation – Action
Attitude	Winning mindset, Optimistic, Results-focused, Commitment to volunteerism and Client approach

Additional skills must include:

- Ability to live and work in remote places.
- Computer literate (MS-Office/ Internet),
- High degree of personal initiative
- Ability to work with little supervision;
- Good report-writing, documentation, and organizational skills.
- Willingness to live and work in remote or hard-to-reach areas
- Knowledge of volunteerism will be an asset.

VI. Language Requirements:

- Perfect command of the English language (written and spoken) is mandatory.
- Knowledge of any other official language of ECOWAS (French or Portuguese) will be considered an asset/advantage.

VII. Composition of Application

Applications must include:

- A signed letter of application/motivation addressed to the Director, EYSDC, Monrovia, Liberia.
- A detailed Curriculum Vitae highlighting specific skills and experiences of the candidate.
- Copies of certificates, diplomas, and work certificates (originals or certified true copies will be required for sighting before deployment).
- Copy of international passport or National Identity Card
- A police clearance certificate of less than three months (will be required before assumption of duty).

VIII. Submission of Application

Applications must be submitted no later than 21st July, via email to the address: volunteer.driver@cdjscedeao.org (and **CC:** cdjs@ecowas.int) with the title: ***Application for the Post of Driver/Messenger*** on the subject line.

To avoid disqualification, all the applicants are required to:

- Submit their application via email with this subject title,
- Group all their documents into one (1) single PDF document, not to exceed 5MB.
- Meet the deadline mentioned above**.**

IX. Conditions of Service

An initial contract for 12 months will be offered with a monthly Basic Volunteer Allowance of 247.5 USD or its equivalent in local currency. Other allowances as provided for in the Conditions of Service of ECOWAS Volunteers will also be paid.

Other conditions of service as stipulated in the EVP Management and Administration Procedures Manual and Handbook of Conditions of Service shall apply.

X. Other Conditions

The position is open to only nationals of Sierra Leone aged not more than 35 years by the date of recruitment.

This position is considered a non-family National ECOWAS Volunteer position.

ECOWAS is committed to promoting gender equality and equity. To this end, female candidates are strongly encouraged.

ECOWAS reserves the right to terminate the recruitment process without notice.

ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED.