

## Job Description: Projects Support & Driver

### Main Purpose and Scope of Job

Aqua Africa is a UK business set up to focus on social impact government-to-government projects providing safe, sterile, clean drinking water. Our first project in Ghana will provide community-based potable water infrastructure, alleviating Ghanaians from the plight of daily water poverty.

Aqua Africa is looking for an experienced Projects Support & Driver for its office in Ghana, working with the UK and Ghana teams to enable the smooth daily operations of the office and its staff to ensure the successful delivery of AA projects in Ghana through an efficient management approach.

### Position in Organisation

<b>Reports to:</b>	Projects Team Leader
<b>Responsible for:</b>	Project Execution
<b>Location:</b>	Ghana
<b>Contract type:</b>	Full time, Fixed term (6 months rolling contract)

### Key Duties and Responsibilities

- Driving company vehicles in a safe manner.
- Support the installation team with all aspects of the project.
- Maintaining accurate and up to date logbooks, incident reports, accident reports, maintenance records and other records as required.
- Ability and willingness to work in rural locations with minimum resources.
- Ensuring compliance with local road laws and regulations, including staying up to date with safety regulations.
- Keeping the company vehicle clean.
- Following company procedures and protocols.
- Cooperating with the team leader and other technical, operations and project execution team members.

### Skills and Experience

- Minimum of 2 years proven driving experience.
- Strong knowledge of road networks throughout Ghana.
- Good communication skills.
- The ability to work under pressure and to tight deadlines.
- Team player.

### Knowledge and Qualifications

- Minimum of Higher Diploma
- A valid Ghanaian driver's license.
- A working knowledge of vehicles and its maintenance requirement.
- Knowledge of safety practices.

### To apply

Please send a brief CV (two pages maximum) and accompanying cover letter outlining your motivation and suitability for the role to Aqua Africa's Construction Manager, Seyi Bolarin, at [seyi.bolarin@aquaafrica.com](mailto:seyi.bolarin@aquaafrica.com). Please use the subject line "Projects Support & Driver". Applications will be considered on a rolling basis until the position is filled, so you are encouraged to submit yours as soon as possible.

Please note that due to the expected high number of applications, we will only respond to successful candidates.