



Terms of Reference for the Recruitment of a Driver at the LTA Secretariat

1. Introduction

The Lake Tanganyika Authority (LTA) is a regional intergovernmental organization established by the four riparian countries of Lake Tanganyika, namely the Republic of Burundi, the Democratic Republic of Congo, the United Republic of Tanzania, and the Republic of Zambia, pursuant to Article 23 of the Convention on the Sustainable Management of Lake Tanganyika, signed on 12th June 2003 by the four countries.

The primary function of the LTA is to coordinate the implementation of the Convention by the Contracting States and the decisions of the Conference of Ministers, as well as to safeguard and represent the common interests of the Contracting States in matters relating to the sustainable management of Lake Tanganyika and its basin.

To strengthen the vehicle fleet management team, which is currently understaffed considering the number of vehicles owned by the Lake Tanganyika Authority and its current staff size, the recruitment of a driver is essential to ensure the smooth implementation of LTA activities.

2. Duties and Responsibilities of the Driver

Under the authority of the Director of Administrative and Finance (DAF) and the direct supervision and control of the Administrative Assistant to DAF, the driver shall be responsible for carrying out the following duties:

2.1. General Duties

The driver's general duties shall include:

- Driving project vehicles for official purposes;
- Ensuring regular vehicle maintenance, technical inspections, and the validity of all documents required for road circulation;
- Complying with road traffic regulations as stipulated in the Highway Code in force in Burundi.

2.2. Specific Duties

The driver shall perform the following specific tasks:

- Drive the vehicle for assigned official missions;
- Take good care of the assigned vehicle and ensure its regular maintenance;
- Regularly inspect the condition of the vehicle and promptly report any malfunction requiring intervention or repair;
- Follow up on vehicle repairs and other interventions at the garage;
- Perform routine vehicle servicing and maintenance as well as minor repairs;
- Ensure that major repairs are carried out by qualified professionals and monitor their execution;
- Monitor fuel supply and consumption;
- Keep vehicle documents up to date;
- Regularly complete the vehicle logbook for every trip;
- Regularly fill in maintenance and repair monitoring forms;
- Immediately notify the supervisor of any problem;
- Ensure the security of the vehicle and all goods or equipment on board;
- Respect approved mission routes and designated workplaces;
- Apply administrative procedures governing the use of vehicles;
- Assist in the distribution of correspondence and keep the transmission register up to date;
- Perform any other duty required by the Secretariat of the Lake Tanganyika Authority related to the service.

3. Required Profile

- Hold a valid driving license of at least Category B;
- Have completed at least the sixth year of secondary education or possess a diploma in automotive mechanics;
- Have received training in automotive mechanics;
- Be able to read and understand French;
- Have at least three (3) years of general professional experience in driving vehicles within a public, parastatal, private institution, or NGO;
- Be of good moral character;
- Have the ability to work in a team;
- Be immediately available.



4. Contract Duration

The driver for the Secretariat of the Lake Tanganyika Authority shall be recruited on a fixed-term contract of five (5) years, renewable, subject to an annual performance-based evaluation. The first twelve (12) months shall constitute a probationary period. In the event of an unsatisfactory evaluation of performance quality, the annual contract shall be terminated.

5. Duty Station

The duty station shall be the Secretariat of the Lake Tanganyika Authority located at Kigobe Sud, Avenue des Etats-Unis N°17, Bujumbura, Republic of Burundi.

6. Documents to be Submitted

The application file shall include the following:

- A signed motivation letter addressed to the LTA Executive Director;
- A detailed, recent, certified Curriculum Vitae highlighting the candidate's experience and competencies, dated and signed (maximum four (4) pages);
- Certified true copies of the required diplomas and other professional and academic certificates;
- A copy of a valid driving license;
- A copy of a certificate of training in automotive mechanics;
- Duly signed certificates of service proving the declared experience.

7. Submission of Applications

Application files shall be submitted in two (2) copies, including one original and one (1) photocopy, in a sealed envelope bearing the following mention:

"TO THE EXECUTIVE DIRECTOR OF THE LAKE TANGANYIKA AUTHORITY, Application for the Position of Driver."

Application files shall be submitted to the Secretariat of the Lake Tanganyika Authority located at Kigobe Sud, 17, Avenue des Etats-Unis, Bujumbura, Republic of Burundi.



8. Timeline

Activity	Date
Publication of the Terms of Reference	03 august 2026
Opening date for submission of applications	17 august 2026
Closing date for submission of applications (4:00 p.m.)	25 august 2026
Selection process (opening and evaluation of applications)	26–28 august 2026
Interviews for shortlisted candidates	31 august 2026
Practical examination	01 september 2026
Contract signing	03 september 2026

Done at Bujumbura, on 03/08/2026