



Resident Representative Office in Mali

Vacancy Announcement

Driver Armored Vehicle (GS-2)

The IMF Resident Representative office, Bamako is seeking to hire a highly qualified **Driver** to join its team, preferably starting on **April 20, 2026**.

The position is offered as a one-year local contractual appointment, with the possibility of renewal for successive terms of up to three years, subject to continued need and satisfactory performance.

Candidates must be nationals or residents of Mali or be able to independently obtain a valid work permit before starting employment with the Fund to be considered. Proof of nationality, residency, and/or work authorization will be required prior to starting employment. The IMF **will not sponsor or assist** with obtaining work permits.

Job Summary

This is an armored vehicle post that requires driving of such vehicle along with soft-skin vehicles, as necessary. Under the general supervision of the Head of Office and the Office Manager, and technical guidance from the Country Security Specialist (CSS), the Driver provides safe, secure and reliable transportation services to authorized personnel, including the Head of Office, Fund staff, mission members, and official visitors.

The Driver is also responsible for operating office vehicles for official movements, including the delivery and collection of documents and goods over short distances. The role requires a high degree of discretion, integrity, reliability, and adherence of IMF security and vehicle management procedures.

Duties and Responsibilities

Within the limits of delegated authority, the driver undertakes the following duties and responsibilities:

I. *Driving and Transportation*

- Serves as driver for the official business of the Head of Office and other authorized personnel.
- Meets official personnel and visitors at the airport, including assistance with visa and customs formalities when required.
- Operate armored and soft-skin vehicles for official movements, applying knowledge of traffic regulations, approved routes; and security considerations.
- Assist passengers with boarding and exiting vehicle, and load and unload baggage, documents, and goods.

II. *Safety and Security*

- Operate armored vehicles strictly in accordance with IMF security policies, UN security guidance, and instructions from the Country Security Specialist (CSS).
- Apply defensive and evasive driving techniques appropriate to high-threat environments and maintains heightened situational awareness during all movements.
- Participates in radio checks, communications protocols, and emergency procedures in line with UN and IMF security arrangements.
- Maintain familiarity with local UN security regulations and ensure daily vehicle checks and compliance with applicable safety and security requirements.

- Ensure vehicles are properly maintained, clean, and equipped with required safety equipment, including fire extinguishers, spare wheel, safety belts, and tools.
- Coordinate preventive and corrective maintenance in accordance with manufacturer specifications and IMF vehicle management procedures.
- Maintains accurate logs of official trips, mileage, fuel consumption, and maintenance activities.
- Immediately report any accident, security incident, or suspected mechanical issue and ensure vehicles are inspected before returning to service.
- Complete mandatory IMF- and UN-aligned driver training, including defensive and armored vehicle driving, as directed by the IMF Security Services Division.

III. *Other Tasks*

- Coordinate the delivery of documents, parcels, and other items between the office and external institutions.
- Make minor and urgent local purchases, including handling payments when required.
- Provide support with vehicle registration and licensing for expatriate staff.
- Perform additional administrative support duties as needed, including reception, messenger services, and photocopying.

Qualifications

- Valid driver’s license with a clean driving record and significant professional driving experience.
- Completion of secondary school education is desirable.
- A minimum of three to five years of experience driving locally and on highways; experience with 4x4 vehicles, SUVs, and armored vehicles is an advantage.
- Prior experience operating armored vehicles in high-risk or security-constrained environments is a strong asset.
- Strong knowledge of traffic laws and road safety regulations.
- Demonstrated skills in defensive and evasive driving techniques.
- Ability to communicate effectively, both orally and in writing.
- Proven discretion in handling sensitive and confidential matters.
- Ability to interact professionally and tactfully with state officials and visitors at all levels.
- Strong interpersonal skills, professionalism, and respectfulness.
- Willingness to learn additional administrative tasks and to work extended hours or weekends when required.
- Training or experience in security awareness is an advantage.

Language Requirements

Fluency in oral and written **French** is required. Proficiency in English is a plus.

To Apply

Interested candidates should submit (i) a curriculum vitae (CV), (ii) a cover letter, (iii) electronic copies of diplomas, (iv) identification documents (passport and/or national identity card) and (v) three professional references with contact details, to the attention of the Resident Representative, rr-mli@imf.org, **no later than April 13, 2026**.

*The IMF is guided by the principle that the **recruitment, classification, and assignment of staff are conducted without discrimination**. We welcome requests for **reasonable accommodation** for individuals with disabilities during the selection process. Information on how to request such accommodation will be provided during the application process.*