

# INTERNAL JOB ADVERTISEMENT



## Memorandum

**POSITION:** EXECUTIVE DRIVER  
**JOB GRADE:** AA  
**EMPLOYMENT TYPE:** PERMANENT  
**DEPARTMENT:** CORPORATE

IDUAPRIEM MINE  
GHANA

Registered Office: Gold House \ Patrice Lumumba Road \ Accra \ Ghana  
Postal Address: P. O. Box 283 \ Tarkwa \ Western Region \ Ghana  
Tel: +233 244 322 066 \ 244 322 049 \ 277 551 777 \ 277 551 888 + 233 31 23 20372  
Website: www.AngloGoldAshanti.com

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### Job Purpose:

The Corporate Department seeks to engage the services of a competent and self-motivated employee as an **Executive Driver** to the Managing Director of the company.

### Role Accountabilities

- To facilitate the movement of the Managing Director to and from the mine site
- Arrange for regular cleaning and maintenance services for the vehicle
- Ensure timely renewal of Managing Directors vehicle's roadworthiness certificates at the Drivers' Vehicle and Licensing Authority's (DVLA) offices.
- Carry out daily vehicle maintenance checks and report any deficiency to the Engineering Department.
- Maintain and update vehicle logbooks and ensure to keep it safe
- Maintain awareness of current road systems and conditions by monitoring news and traffic reports, adjusting routes as and when necessary to avoid delays.
- To perform all legitimate duties assigned by the company as and when required.

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*Our Vision – To be the Leading Mining Company*



Safety



Accountability



Dignity and Respect



Communities



Diversity



Equipment



ANGLOGOLDASHANTI

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### Person Specifications

- GCE 'O' Level, SSCE, WASSCE or its equivalent from a recognized institution
- Minimum of 10 years driving experience in a mining industry or similar environment
- Must be a holder of valid national driving licence of category 'D' and above.
- Must possess in-depth knowledge of safe driving techniques, how to recognize hazards and avoid collision
- Willing to work for long hours and carry out multiple tasks
- Strong ability to interact effectively with people of diverse culture and value
- Strong interpersonal, written, verbal and communication skills.
- Maintain strict confidentiality on all conversations and information heard during assignments.
- Be alert and aware of his surroundings
- Maintain a good physical shape, mental alertness, and a clean professional image
- Must be detail oriented and capable of remembering details
- Have defensive driving skills, good judgement, and foresight
- Experience in driving with public security agencies is an added advantage.

### Mode of Application

Interested and eligible employees are to submit their application letters with curriculum vitae, not later than **Monday, 20 September 2021** to:

**The Senior Manager - Human Resources  
AngloGold Ashanti (Iduapriem) Limited  
P.O. Box 283  
Tarkwa.**

**Kennedy Ewuntomah  
Senior Manager - Human Resource**

