SEED SYSTEMS GROUP

Because *All* Farmers Deserve Good Seed

PBR Cowpea Scale-Up Project - Ghana

Call for Applications: Driver Assistant – Ghana

Reference: SSG/GH/2026/03

Seed Systems Group (SSG) invites applications from Ghanaian nationals for the Driver position, based in Tamale.

Duty station	Tamale, Northern Region, with frequent field travel to **Northern, North East, Upper West** and **Ashanti** regions
Contract	Full-time; 12-month fixed-term contract with 3 months' probation, renewable to 30 September 2030 subject to performance and funding
Reports to	Country Coordinator, Ghana; daily schedule set with the Office Administrator
Eligibility	Open to Ghanaian nationals only
Expected start	1 January 2027
Closing date	27 November 2026, 17:00 GMT

About SSG and the project

Seed Systems Group (SSG) is a non-profit scientific and technical organization that builds seed production and supply systems for smallholder farmers in 15 African countries. With funding from the Gates Foundation and Gates Ag One and in partnership with Nutritious AgriFuture Nigeria (NAF), SSG is running a four-year project (October 2026 – September 2030) to scale up the production and adoption of pod-borer-resistant (PBR) cowpea in Northern, North East, Upper West and Ashanti regions. SSG is opening a project office in Tamale to manage this work.Main responsibilities

1. Drive the project 4×4 vehicle safely for staff, partners, and visitors on field missions, including on rural and unpaved roads.
2. Carry out daily vehicle checks and follow the service schedule, and report faults or damage at once.
3. Keep the vehicle logbook, mileage, and fuel records accurate and up to date.
4. Keep vehicle papers valid: Driver and Vehicle Licensing Authority (DVLA) roadworthy certificate, registration and insurance.
5. Meet and transport visiting missions at Tamale Airport and bus terminals.
6. Deliver and collect documents, seed samples and training materials, and help load and unload them.
7. Run office errands, including postal services, supplier visits, and authorized banking transactions, in accordance with SSG policies and bank requirements.
8. Assist with basic office administration, including filing, photocopying, scanning, data entry, and logistical preparations, as assigned
9. Follow SSG road safety and security rules and report any accident or incident on the same day.

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Qualifications and experience

Required

- Senior High School certificate (WASSCE or SSSCE).
- A valid DVLA driving license, category B or higher, held for at least 5 years.
- At least 5 years of professional driving experience, including at least 3 years driving 4×4 vehicles in northern Ghana.
- A clean driving record and good knowledge of road routes in Northern, North East and Upper West regions.
- Basic vehicle mechanics and routine maintenance.
- Good spoken English and at least one northern Ghana language, preferably Dagbani; Twi is an advantage.
- Ability to read and write clearly, and basic computer literacy for routine office support tasks
- Certificate of good conduct/no criminal record

Desirable

- Experience as a driver for an NGO, a development project or a research institute.
- A defensive driving or first-aid certificate.
- Basic use of a smartphone and GPS navigation, email and common office IT tools

What SSG offers

A competitive monthly salary in line with experience, and statutory benefits under the Labour Act, 2003 (Act 651) and SSNIT.

How to apply

Send a cover letter, a CV, a copy of your DVLA driving license, a copy of your national ID card, copies of certificates, and the names and contacts of two referees, at least one of whom is a former employer, to secretariatwca@seedsystemsgroup.org, copy to mkangai@seedsystemsgroup.org, dnelima@seedsystemsgroup.org, and bkiptanui@seedsystemsgroup.org. Use the subject line "Application – Driver – Tamale". The closing date is **15 November 2026, 17:00 GMT**.

Only shortlisted candidates will be contacted for an interview, held online or in Tamale, and a driving test in Tamale. SSG does not charge any fee at any stage of recruitment. Women are strongly encouraged to apply. Selected candidates will undergo reference and safeguarding checks.