

JOB VACANCY ANNOUNCEMENT

About PEN

Practical Education Network (PEN) is a nonprofit organization dedicated to improving STEM teaching and learning through hands-on, inquiry-based approaches that use low-cost and locally available materials. PEN's mission is to improve STEM learning outcomes in the Ghanaian education system by building teacher capacity.

PEN's teacher training programmes are infused with an MIT-style, "learning-by-doing" philosophy, enabling effective hands-on science instruction regardless of resource constraints. Through a series of workshops, PEN supports African STEM teachers to learn, design, and share practical activities that complement national curricula and are developed using affordable, locally available materials.

PEN operates from its headquarters in Accra, Ghana, with offices and staff in both Ghana and Liberia, and works through a mix of full-time staff, project-based teams, and consultants across multiple locations. The organization implements projects in Ghana, Liberia, Rwanda, and Côte d'Ivoire, and through broader Africa-wide and international partnerships, delivers its work both independently and in collaboration with education authorities, universities, academic research groups, technical partners, and expert consultants.

AVAILABLE POSITION:	Driver
WORK STATION:	North Legon, Accra.
EMPLOYMENT TYPE:	Fixed Term (Full Time)
EMPLOYMENT DURATION:	3 Years, Renewable, subject to a 3-month probation period

About the Position

PEN is seeking to recruit a reliable, professional, and safety-conscious Driver to support the organization's day-to-day operations. The role is essential to ensuring safe, timely, and efficient transportation and proper management of PEN's vehicles. This position will significantly enhance operational efficiency by centralizing transport-related duties currently handled by program and operations staff. This role requires a high level of responsibility, punctuality, and commitment to safety. PEN is committed to safeguarding and expects all staff to adhere to its safeguarding and duty-of-care policies. The Driver will report to the Admin Officer – Logistics.

Key Responsibilities:

- Drive staff for official duties, including banking and administrative errands.
- Transport staff across regions for fieldwork, programme implementation, monitoring, and evaluation.
- Provide transportation for workshops, training sessions, retreats, and official events.
- Offer professional driving services to partners, consultants, and visitors, including airport transfers.

- Ensure assigned vehicle(s) are clean, fueled, and roadworthy at all times.
- Manage routine servicing, maintenance, and repairs in line with PEN guidelines.
- Conduct daily vehicle checks and report any issues promptly.
- Maintain accurate logbooks, fuel records, and service schedules.
- Ensure passenger safety and strict compliance with road safety regulations.
- Plan routes efficiently considering traffic, road, and security conditions.
- Maintain confidentiality and professionalism at all times.
- Support safeguarding and duty-of-care requirements during travel.
- Assist with logistics and administrative support when required.
- Be available for occasional early mornings, evenings, weekends, and travel assignments.

Qualifications & Requirements:

- Senior High School Certificate or equivalent.
- Valid Ghanaian Driver's License (minimum Class B).
- 3 – 5 years of driving experience (NGO/corporate experience preferred).
- Experience driving within Accra and across regions in Ghana.
- Clean driving record and strong knowledge of road traffic regulations.
- Basic proficiency in English.

Skills & Competencies:

- Strong defensive driving skills
- Good knowledge of Ghana's road networks
- Strong communication and interpersonal skills
- High integrity and professionalism
- Ability to work independently
- Basic vehicle troubleshooting skills

Compensation & Benefits

- Salary Range: GHS 2,500 – 3,000 (gross), commensurate with experience
- Health insurance and additional benefits per PEN policy

Core Values

At PEN, we expect all staff to demonstrate and uphold the following core values in their work and professional conduct:

- Learning
- Integrity
- Generosity

- Humility
- Transparency

How To Apply

Please submit your CV and a thoughtful cover letter to: jobs@practicaleducationnetwork.com.

In your cover letter, please explain your interest in PEN's mission and activities and highlight your relevant driving experience, reliability, and professionalism.

Please note that only applications accompanied by a cover letter will be considered.

In the subject line of your email, please indicate: "Driver – PEN Ghana". No phone calls, please.

Deadline: April 22, 2026.

Applicants residing in Haatso, North Legon, Agbogba, Ashongman, Madina, Adenta, and surrounding areas are strongly encouraged to apply.

Only shortlisted applicants will be contacted.