Terms of Reference for Drivers

1. Drive office vehicles for the transport of authorized personnel.
2. Collect and deliver mail, documents, and other items.
3. Ensure that all vehicles comply with the Minimum Operating Security Standards
4. Take care of the day to day maintenance of assigned vehicles, check oil, water, battery and brakes.
5. Log official trips, daily mileage, gas consumption, oil changes and greasing.
6. Follow all rules and regulations of Road Safety and Transport Authority.
7. Perform other related duties as required.

Skills and Competencies

1. Able to work under minimal supervision and be proactive and initiative.
2. Integrity, flexible approaches to work coupled with enthusiasm, commitment and energy.

Qualification

1. Should be able to read and write
2. Should have valid driving license at least three (3) years old.
3. Should be between 25 to 45 years of age
4. Training in Mechanics will be an added advantage.