



VACANCY NOTICE

15 August 2021

Applications are invited from suitably qualified and experienced candidates to fill in the following position within National AIDS Council.

DRIVER (Global Fund) x 1

Fixed Term contract -27 months (2 years, 3 months)

Station: NAC Head Office

Reports to: Administration Officer

Key Functions

- Drive NAC vehicles on official duties.
- Clean vehicles daily and check functionality of accessories.
- Conduct daily vehicle checks and report all defects.
- Monitor and report vehicles service mileage when due.
- Compile and submit vehicle log books for all errands carried out.
- Update and maintain vehicle daily usage files.
- Initiate fuel requests for all pool vehicles.
- Deliver mail and undertake other messenger duties as assigned by anyone in authority.

Qualifications and Experience

- 5 'O' Levels including English Language.
- Clean Class 2 Drivers' licence.
- Valid Defensive Driver's Certificate.
- At least 3 years driving experience.

Competencies & Attributes

- Integrity & confidentiality
- Teamwork & Collaboration

All Applicants must complete the NAC Vacancy Application Form and comply with all other instructions stated therein. Applicants that do not comply with the requirements shall be automatically disqualified.

Applications must be submitted by email to; recruitment@nac.org.zw

Closing date for receipt of Applications: 27 August 2021