

## THE ORGANISATION

Our client is a donor funded organisation and development partner in Namibia that works closely with the Ministry of Health and Social Services' (MoHSS) Directorate of Special Programmes (DSP). They promote activities that increase human capacity for providing HIV/AIDS clinical care and support and assist with the development of health care worker systems that are locally-determined, optimally resourced, highly responsive and self-sustaining in countries and regions hardest hit by the AIDS epidemic. In partnership with the MoHSS, staff are deployed at hospitals and health facilities across the country to form part of a coordinated effort. They now seek to appoint an appropriately qualified and experienced candidate to fill the following position:

# DRIVER (Oshakati)

## THE POSITION

You will fulfill a supportive role and to provide a service as an official driver on the project and carry out all duties and responsibilities related to this position with the required diligence, efficiency, safety and security of the driver and all passengers.

### Key Areas of focus:

- Review transport/delivery requests on a continuous basis throughout the day, providing a safe and reliable transport service to project personnel and guests. This includes:
- Driving project employees to enable them to perform their official duties at the local duty station and throughout Namibia.
- Deliver official documents to government offices and businesses.
- Provide a shuttle service for project staff and business guests.
- Make all the required deliveries and collections on behalf of the project.
- On an ongoing basis ensure that all project vehicles are in a clean state and good running condition. Liaise with the appointed supervisor to ensure that all repairs and maintenance checks and services are conducted in a timely manner by the designated service providers and registered vehicle agents.
- Prepare vehicles for long distance trips including visits to rural areas which may require traveling on untarred roads (extra petrol cans, tyres etc) and drive appropriately adhering to all traffic regulations and ensuring the safety of the passengers. Participate in trip planning as required.
- Keep an updated and accurate logbook reflecting all trips completed and in need obtains prior written consent for special trips.

- Keep an accurate record of monthly fuel consumption and maintenance costs and assist the supervisor with reconciliations.
- Ensure that all passengers fasten seat belts and that appropriate attention is paid to passenger safety.
- Ensure that the vehicle meets all the legal and traffic requirements to complete the trips.
- Ensure that all trips are undertaken within the project parameters and adhere to all project policies and guidelines.

## THE PERSON

### Minimum requirements

- At least ten years driving experience coupled to at least three years working experience as Driver or chauffeur.
- Namibian citizenship.
- At least a Grade 12 Certificate.
- A valid code 8 driver's license in Namibia to drive passenger vehicles, with no past traffic violations.
- Language Proficiency: Written and spoken English and written and spoken ability in at least one other Namibian language.
- A general knowledge of automotive maintenance and vehicle operations safety is essential.

### Competency requirements

- Good interpersonal skills.
- Willingness to learn and to contribute to the achievement of the project objectives.
- Positive attitude.
- Internally motivated.
- Integrity.
- Familiarity with local traffic laws and Namibian geography.

## INTERESTED ?

The successful candidate will be on a fixed term contract and an attractive package commensurate with qualifications and experience is offered. The closing date is **11 February 2011** and suitably qualified Namibian candidates are encouraged to apply. Kindly forward your electronic CV to [olivia@potentia.com.na](mailto:olivia@potentia.com.na) before the closing date. **NB. All applications will be handled exclusively by Potentia Namibia. We will only correspond with the shortlisted candidates.**



# POTENTIA

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