

**Terms of reference for Driver**

Job holder name:	Designation: Driver
Job grade: S2	Directly reports to: Head, Administration division

**Job purpose** {define the key aspects of the role briefly – why does the job exist?}

Under the direct supervision of the Head, Administration division, the Driver will be responsible for the duties highlighted in the key responsibilities.

**Key responsibilities** {define the key responsibilities of the job}

1. Drive office vehicles for the transport of authorized personnel.
2. Meet officials at the airport and facilitate immigration and customs formalities as and when required.
3. Collect and deliver mails, documents, and other items.
4. Ensure that all vehicles comply with the Minimum Operating Security Standards (MOSS).
5. Take care of the day to day maintenance of assigned vehicles, check oil, water, battery and brakes.
6. Ensure that the assigned vehicle is kept neat and clean (interior and exterior) all the time.
7. Log official trips, daily mileage, fuel consumption, oil changes and greasing.
8. Follow all rules and regulations in relation to the Road Safety Transport Authority.
9. Perform other duties as assigned by the Supervisor/Transport Officer.

**Experience, knowledge & skills required** {define the experience & knowledge required to do the job}

**Qualifications:** As per announcement criteria.  
**Experience:** Having valid driving license with 5 years of driving experience.  
**Knowledge and skills:** Able to work under minimal supervision and be proactive and initiative. Effective time management skills. Excellent interpersonal skills. Good communication skills. Ability to perform multiple tasks and work under pressure with a wide range individuals and institutions. Maintenance of confidentiality at all times.

**Approvals** {signatures in this section denote agreement to the job description}

Designation	Signature	Date
Job Holder		
Immediate supervisor		
Human Resources		