

## Terms of Reference, Driver

### Job Purpose

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

### Key responsibilities

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

### Experience & knowledge required

- Class X passed.
- Having valid driving license with 5 years of driving experience.
- 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.