



JOB DESCRIPTION

Organisation	Skillshare Lesotho
Job Title	Project Driver
Reports to:	Finance and Administration Manger
Level of Effort	80%
Location(s)	Maseru (Lesotho)
Terms	Fixed Term Contract (13 months) Commences July 2017 and ends 31 June 2018

Job Purpose

To operate & manage the vehicles related activities for the SKL Led Consortium Pact Project (*Stepping up universal access: A multi-Sectoral partnership to HIV prevention at the community level*), that focuses on up scaling AGYW Prevention interventions across the four districts in Lesotho being Mafeteng, Mochales' Hoek, Qacha's Nek and Quthing.

Main Duties and Responsibilities:

Driving

- Drive vehicle for official travel and business, or as requested by Representative
- Maintain high standard of service to both internal and external guests.
- Ensure punctuality and safe transport;
- Observing the road and traffic laws and regulations of Lesotho
- Ensure that safe driving practices are adhered to including local driving codes and internally agreed standards.
- Alcohol must not be consumed or present whilst on duty

Car Security & Maintenance

- Ensure vehicle is kept clean, tidy and in good working condition at all times.
- Ensure vehicle is kept secure at all times.
- Ensure vehicle is given regular/day-to-day maintenance checks: check oil, water, battery, brakes, tyres, etc.
- Ensure vehicle repairs are carried out properly by official manufacturer's specifications.
- Perform minor repairs and arrange for other repairs, prepare vehicle spare parts inventory.
- Prepare and submit vehicle monitoring report, including records of vehicle operations, maintenance, expenses, mileage, at end of each month
- Assist the Admin Officer to ensure vehicle insurance and registration is updated according to schedule
- Prepare budget plan for vehicle
- Assist in the purchase of new vehicles as required

Car Logbook maintenance

- Log official trips, daily mileage, gas consumption, oil changes, etc;

Administrative works

- Provide assistant to the Office Administrator by but not limited to;
 - ✓ Photocopying, filing, handling mail, delivering goods and correspondences, carrying parcels, packages, and delivery and collection of official documents as per required
 - ✓ Assisting in organizing and maintaining the arranging meetings, training and workshop activities
 - ✓ Maintaining office storage facility/garage (ensuring it is clean, secure, dry and orderly tidy)
 - ✓ Any other task required from time to time

Organisational Development

- Participate in the teambuilding of Skillshare Lesotho and contribute to the development and promotion of Skillshare Lesotho values culture and learning approach as required.

PERSONAL QUALITIES, QUALIFICATIONS & EXPERIENCE

Education

- A completed C.OS.C
- Valid code B drivers licence, Plus a valid public driving permit
- Defensive driving experience is an added advantage.
- Holder of qualification in Vehicle Maintenance and Repairs desirable

Knowledge

- Understanding of transportation law
- Good traffic judgment
- Good knowledge about car mechanics
- Knowledge of the location of international organisations, airline offices, hotels and restaurants
- Knowledge on operation and maintenance of the office equipment

Skills

- Excellent driving skills
- Flexible, effective team work and interpersonal skills
- Good communication skills in both Sesotho and English
- Computer literacy and familiar with software packages under Windows and Email

Experience

- Minimum 3 years experience as driver with good driving record in Lesotho
- Effective communication with internal and external customers/partners
- Experienced in purchasing and negotiating with suppliers
- Experience with driving 4X4 Twin Cabs
- Experience with driving to remote locations on project field trips and driving off the road in difficult conditions.
- Experience in driving in bad weather like snow in case of emergencies

Abilities/Qualities

- Being well-organized and systematic
- Careful, accountable, responsible and punctual
- A team player – personable, caring, helpful, reliable and diplomatic
- Honest and approachable
- Good personal grooming & personal presentation
- Maintains a personal cleanliness at all times
- Fluent in Both Sesotho and English (spoken and written)

Attitudes

- Willing to work long and irregular hours, shift duty and on public holidays as required
- Willing to take regular and extensive travel to the project areas
- Commitment to the aims of Skillshare Lesotho and respectful of confidentiality

HOW TO APPLY:

Please submit a current CV, along with a cover letter that addresses how you meet the necessary qualifications and outlines why you want to work for Skillshare Lesotho, to info@skillshare.org.ls and copy maboitelobob@yahoo.co.uk and john.t@skillshare.org.ls.

Please include “**Project Driver**” in the subject line of the email.

For hand delivered applications

Address the Applications to the;

**Executive Director
Skillshare Lesotho
PO.BOX 269 Maseru
42b Old Europa
UN Road, Opposite Maseru Golf Club**

Deadline for applications: 16th June 2017 at 4:00PM.

We thank all those who apply, but only shortlisted candidates will be contacted.

No calls please.