

Driver: Zimbabwe National Network of PLHIV (ZNNP+)

Deadline: 20 November 2020

About

ZNNP+ is an umbrella body that represents the interests of people living with HIV in Zimbabwe in their diversity. The organization is represented in support groups and community-based organizations at all provincial, district and ward levels of Zimbabwe. ZNNP+'s mission is "An environment where people live positively."

Position summary

The Driver's role is a key position in Admin through supporting transport and logistics; hence the person should be a team player with excellent communication skills.

Job description

Carry out delivery and collection errands as directed by the F&A Officer; Ensure motor vehicles are regularly cleaned; Check condition of all vehicles daily to ensure water and oils are on correct levels; Advise F&A Officer of impending motor vehicle service requirements; Administer the vehicle log book system with Assistance of the F&A Officer; Ensure adherence to all traffic rules and regulations; Maintain vehicle service records; Maintain register for all Office consumables; Attending to filing needs of the organization; Maintain a record of asset allocation and usage; Ensure vehicles are serviced regularly and Licensing is up to date; Assist in any other administrative duties assigned by the F&A Officer.

Qualifications

The Driver must have 5 'O' Levels Including English language; Clean class 4 driver's licence; Defensive Driving Certificate; at least three (3) years of work experience as a driver in an NGO, or donor funded organization with a safe driving record; must have basic skills in vehicle maintenance; knowledge of logistics; knowledge of health and safety too; must have good customer service skills as well as excellent interpersonal and communication skills.

To apply

If you meet the above criteria and you have the drive, send your application including three contactable referees to: The Executive Director, ZNNP+, No 28 Divine Road, Milton Park, Harare or via email jobs@znnp.org

PLHIV and women who meet the set criteria are strongly encouraged to apply.