

Job Specification & Description - Driver

1. JOB TITLE:	Driver
2. DEPARTMENT:	Administration
3. LOCATION:	Track MB, Block B, National Exhibition Centre, Sophia
4. CLASSIFICATION:	
5. SALARY SCALE:	BS 7
6. EMPLOYMENT TYPE:	Full-Time Permanent
7. FUNCTIONAL CONTACTS (internal & external)	All Departments, All Stakeholders
8. REPORTS TO	Head, Administration
9. JD APPROVED	Ms. Carole Fletcher, Chairperson, NSC

10. JOB PURPOSE SUMMARY

Transporting staff, equipment and material in and out of Georgetown to perform official duties while assisting in basic care and road worthiness of assigned vehicles.

11. FINAL OUTPUT

- Transported Personnel to required location
- Transported supplies and other company needs/requirements
- Vehicles are checked and cleaned on a daily basis
- Vehicles are safely secured
- Inventory of tools and equipment maintained

12. KEY PERFORMANCE INDICATORS

- Personnel and supplies are transported to assigned location
- Supplies are transported to required locations
- Frequency of checks and cleaning of vehicle assigned
- Accuracy of tools and equipment verified.

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13. JOB DUTIES AND RESPONSIBILITIES

- Driving car, van, jeep, minibus or similar vehicle as assigned.
- Recording journey undertaken in vehicle log book.
- Maintaining an inventory of tools and accessories assigned to the vehicle.
- Conducting simple repairs on assigned vehicle.
- Assisting in the delivery of mail.
- **Any other duty that may be assigned from time to time by any duly authorised Officer.**

14. MINIMUM REQUIREMENTS

- A Sound Secondary or Primary education with at least two (2) years experience as a Driver.
- Working knowledge of vehicle roadworthiness

15. SPECIFIC KNOWLEDGE & SKILLS REQUIRED

- Ability to drive various types of motor vehicles.
- Basic mechanical skills.
- Good interpersonal skills.
- Attention to detail and customer care skills
- Attention to schedules and priorities

16. VALUES AND ATTRIBUTES

- Reliability, honesty and trustworthiness
- Temperate and disciplined
- Respectful, accountable, efficient

17. SPECIAL CONDITIONS OF THE JOB

- May be required to work during the lunch interval and on weekends to support the Technical Departments.
- Must be prepared to travel outside of Georgetown to other branches of GNBS
- Numerous high priority and business critical deadlines
- Full-time position Monday to Thursday with hours of work 08:00h to 16:30h and Friday 08:00h – 15:30h
- Required to work beyond normal working hours/days to meet deadlines and deliverables
- The position is transferable

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