

## **DRIVER - VCG A (2)**

Organizational Unit: Administration Unit

Location: Abuja

Duration: One Year (With possibility of Extension)

Reports to: Head, Finance & Administration

Estimated Start Date: As soon as possible

### **SUMMARY OF ROLE**

The Driver is expected to support logistics and is responsible for ensuring the safe logistics of staff and company commodities

### **DUTIES AND RESPONSIBILITIES**

- Ensure provision of reliable and secure driving services by driving office vehicles for the transport of authorized personnel to approved locations.
- Maintains an accurate log of all vehicle movement, maintenance, and repairs in accordance with the organization's policies and procedures.
- Ensure proper day-to day maintenance of the assigned vehicle through timely minor repairs, arrangements for major repairs, timely changes of oil, check of tires, brakes, car washing etc.
- Ensure Supervisor is kept abreast of all routine maintenance and repair needs for the vehicle.
- Ensure vehicles are driven safely and in line with the organization's procedures.
- Keep the interior and exterior of the official vehicle clean at all times.
- Ensure passengers adhere to all road safety regulations.
- Assist with general office support duties related to delivery/collection of mail, documents and other related goods and supplies under the authorization of the supervisor.

## **POSITION SPECIFICATIONS**

### **Education**

- Senior Secondary School Certificate (SSCE) - Minimum qualification
- Possession of a higher qualification is an added advantage

### **Experience**

- At least 3 to 5 years' experience in similar role in a comparable organization.

### **Others**

- Valid driver's license.
- Sound knowledge of road safety regulations.
- Working knowledge of local roads and routes.
- Effective communication skills (Written and oral)
- Punctual and reliable.
- Good organizational skills, interpersonal skills, and communication skills
- Must be patient, meticulous, and have a logical mind
- Capable of working well under pressure
- Must be flexible with absolute integrity, organizational awareness, and understanding of cultural differences.