

## Driver: Windhoek/Ondangwa

A vacancy exists for a Driver, reporting to the office Assistant at the Rössing Foundation. The successful candidate will be performing messenger and driving duties.

### Key performance areas

- Delivering specified goods to the designated destination as requested; providing messenger services to all departments regarding pick-ups e.g., delivery and collection of official documents; transporting staff, visitors, equipment, and supplies as instructed.
- Maintaining and updating an accurate logbook to monitor and reflect all daily trips; maintaining the vehicle by checking on key maintenance points and reporting if there are any problems.
- Maintaining and submitting monthly travel logbooks that contain information such as distance traveled, fuel consumption, general running costs, etc., assisting with the registration of new vehicles as well as licence renewal.

### Minimum requirements

- A Grade 12 certificate.
- A diploma in administration and/or a defensive driving Certificate would be an added advantage.
- A minimum of three (3) years of similar driving experience without any major incidents.
- A valid Code C1E Namibian Driver's License, and any relevant statutory requirement.

### Core Competencies

- Rules and regulations related to driving.
- Local road ordinances and routes.
- Basic vehicle maintenance.
- Office Administration.

### To apply

- Go to:
- <https://career2.successfactors.eu/sfcareer/jobreqcareer?jobId=948&company=rssinguran>
- First time applicants select "new user" and register, then apply
- Registered users' login and apply

**Preference is given to candidates from designated groups in line with Company policy on employment equity.**

**Application closing date – 2 December 2022**