



THE NATIONAL HUMAN RIGHTS COMMISSION

National Secretariat, Kotu (Opposite DSTV), KSMD

Telephone: 4461711 / 4461713

VACANCY ANNOUNCEMENT

The **National Human Rights Commission (NHRC)** invites applications from suitably qualified persons for the position of **Driver (two positions)**. The overall responsibility of the driver at the National Human Rights Commission (NHRC) is to ensure proper upkeep and driving of any assigned office vehicle as authorized. The post holder is also expected to carry out messenger duties when required. He/she will be posted to the Human Resources Directorate and report to the **Chief Driver** and the **Logistics and Office Assistant**.

Either late or incomplete applications will not be considered. Please note that candidate must be willing to take up posting in any of the regions. Due to the high volume of applications expected, only shortlisted candidates will be contacted. *The National Human Rights Commission is an equal opportunity employer. Therefore, qualified females are encouraged to apply.*

DUTIES AND RESPONSIBILITIES

- Drive official vehicles for the transport of authorized personnel;
- Deliver and collect mails, documents and other items as required;
- Make routine checks on assigned vehicle to ensure water, oil, battery, brakes, tyres, etc are always in good order;
- Perform minor preventive maintenance and arrange for timely scheduled routine maintenance and repairs of assigned vehicle;
- Log at all times all official trips, daily mileage and fuel consumption in the appropriate book and submit for inspection whenever requested by supervisor(s);
- Ensure the vehicle undergoes routine maintenance according to schedule;
- Ensure that the steps required in case of involvement in an accident are followed;
- Deliver all the tasks under his/her responsibility in a timely manner;
- Report any noticeable problems to the supervisor;

- Ensure strict observance of the Vehicle Policy of the Commission;
- Perform other assigned official duties that commensurate with the post;

DESIRED QUALIFICATION, EXPERIENCE & SKILLS

- Candidates should possess at least a grade nine school certificate. However, completion of grade twelve will be an added advantage;
- Ability to read and write basic English;
- Possess valid driving license and be able to drive vehicles with manual as well as those with automatic gears;
- Have excellent knowledge of traffic rules and regulations;
- Possesses basic skills in diagnosis of minor mechanical faults;
- Ability to perform basic preventive maintenance;
- Minimum five (5) years' experience as a driver with a clean driving record;
- Ability to understand instructions in English and can speak at least two local languages required;
- Candidates must have good communication and inter-personal skills as the work requires dealing with people from different walks of life;
- **Not have been involved or associated with any questionable activity or matter connected to the subject matter of the Commission's mandate;**

IMPORTANT INFORMATION FOR APPLICANTS

Deadline for submission of Application: 20th May 2022 by 12pm.

Remuneration: A competitive compensation and benefits package is offered subject to professional qualification and experience.

Send applications together with relevant supporting documents including two reference letters one of which should be from either a current or immediate former employer/supervisor clearly marked "**Application for Driver**" to:

The Executive Secretary or email to: advert@gm-nhrc.org

NB: Only applications either hand-delivered to the office or sent by email would be accepted.