



MANICALAND STATE UNIVERSITY OF APPLIED SCIENCES

STAFF VACANCY

Applications are invited from suitably qualified and experienced persons for the following post:

***NB: Manicaland State University of Applied Sciences is an equal opportunities employer. In the interest of promoting gender parity, female candidates are encouraged to apply.**

VICE CHANCELLOR'S OFFICE

Bus Driver (1 Post)

DESIRED QUALIFICATIONS AND EXPERIENCE

Applicants must have at least an 'O' level Certificate, Clean Class 1 Driver's license and Defensive driving certificate is a must. At least 5 years experience as a bus driver in a students related environment and sound knowledge of local roads and customer care orientation. Must have basic skills in vehicle maintenance, knowledge of logistics and health and safety, excellent interpersonal, communication and time management skills, flexibility and ability to multi task. Ability to uphold confidential information, handle dignitaries with tact, grooming and deportment is a requirement.

DUTIES AND RESPONSIBILITIES

- Drive the vehicle with due care and attention.
- Ferry students and employees to designated areas as instructed by the supervisor.
- Practice excellent customer care when ferrying passengers.
- Ensure the vehicle is refueled at appropriate times.
- From time to time, the driver will be requested to perform the duties of a chauffeur.

Service Vehicle Maintenance Management

- Monitors mileage of the vehicle and reports on time when it is due for service.
- Determine when and what kind of maintenance the vehicle needs, keep track of general maintenance schedules, especially car tyre condition.
- Promptly report all accidents and breakdowns.
- Ensure sound running of the vehicle assigned and arrange minor repairs where necessary.
- Check oil and tyres properly and keep the service vehicles in clean condition, both inside and outside.
- Checks insurance and license discs for validity and reports expiry.

- Update monthly mileage records.
- Maintain log book of each service vehicle on daily basis.
- Any other duties as assigned by the supervisor.

APPLICATIONS

Applicants must submit an application letter, certified copies of certificates, transcripts, national identification (ID & birth certificate) and detailed curriculum vitae giving full personal particulars including full name, place and date of birth, qualifications, date of availability, current salary, contact details, names and addresses of three referees addressed to:

**The Assistant Registrar - Human Resource
Manicaland State University of Applied Sciences
Bag 7001 Guthrie Road
Mutare**

The application pack should be sent as a *single pdf file* to e-mail address *recruitment@msuas.ac.zw* by no later than 1400 hours on Tuesday, 30 June 2020. Applicants should clearly indicate the post being applied for on the application letter, and only shortlisted candidates will be communicated to.