



MANICALAND STATE UNIVERSITY OF APPLIED SCIENCES

STAFF VACANCY

INTERNAL ADVERT

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.**

DEPARTMENT OF WORKS AND ESTATES

Driver (1 POST)

DESIRED QUALIFICATIONS AND EXPERIENCE

Applicants must have at least an 'O' level Certificate, Clean Class 1 or 2 Driver's license and a valid defensive driving certificate is a must. At least 3 years driving experience in a public or private environment, 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

- To transport employees and visitors to designated areas as instructed by the supervisor.
- Distribute mail as needed, both incoming and outgoing.
- Perform Office Orderly duties.
- Collecting and delivering correspondences to relevant stakeholders.

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.
- Reports accident to police and supervisor.
- Ensure sound running of the vehicles 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.

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.