



## ZCAS UNIVERSITY

**ZCAS University invites applications from suitably qualified and experienced persons to fill the position of Driver.**

### **ABOUT ZCAS UNIVERSITY**

ZCAS University is a Tier 1 University registered under the Higher Education Authority Act No. 4 of 2013 as amended by Higher education (Amendment) Act No.23 of 2021, offering Bachelor's degree, Master's degree and Doctorate degree programmes on full time, part time and distance educations modes of study.

ZCAS University has wide diversity in its student population with many coming from neighbouring countries such as Zimbabwe, Malawi, Namibia and Democratic Republic of Congo. Others come from as far out as China and India.

The University encourages diversity and inclusivity in its academic and support workforce. It is conveniently located in the Central Business District of Lusaka near the Intercity Bus Terminus on Dedan Kimathi Road and the Levy Junction shopping Mall.

### **DRIVER (1 POSITION)**

**PURPOSE:** Responsible for providing secure and timely driving services to transport authorized passengers, correspondence, and goods from one place to another.

**REPORTING TO:** Transport Officer.

### **DUTIES AND RESPONSIBILITIES**

- i. Transport authorised passengers and goods from one place to another as scheduled
- ii. Keep the assigned vehicle(s) clean and polished at all times
- iii. Maintain a travel logbook for the vehicle (s) monitoring the mileage and fuel consumption rate
- iv. Perform and coordinate preventive and regular maintenance of the vehicle(s) and report any faults in a timely manner
- v. Carry out pre-shift check of assigned vehicle for oil, water, tyre pressure and any visible defects.
- vi. Identify and or report any accident, injury, or damage to the vehicle(s) as appropriate
- vii. Schedule vehicle examinations for road worthiness or fitness when due or called for
- viii. Monitor and follow up the renewal of vehicle licences
- ix. Monitor and ensure that the vehicle (s) are regularly serviced and licenced with certificates of fitness as required.

- x. Ensures daily authorisation of journeys by completing the logbook in order to avoid unauthorized trips and carrying unauthorized passengers.
- xi. Secure the assigned vehicle(s) by parking in a safe and authorised area
- xii. Collect /receive from HR Office and deliver mail, documents to and from Post Office and other organizations as directed by the Supervisor daily
- xiii. Performs any other duties as assigned by the supervisor.

**QUALIFICATIONS:**

- i. Grade 12 with five Credits including English and Mathematics
- ii. Minimum Valid Class C1 Driver’s Licence
- iii. Certificate or higher in motor vehicle maintenance or any related field will be an added advantage

**RELEVANT PRE-JOB EXPERIENCE**

A minimum of two (2) years working experience as a driver with a clean record (preferably in a higher learning institution)

**KEY ATTRIBUTES AND SKILLS**

- i. Strong customer care and interpersonal skills
- ii. Basic mechanical skills
- iii. Sufficient working Knowledge of the Zambian traffic laws
- iv. Knowledge and skills in defensive driving
- v. Courteous and polite
- vi. Honest and reliable
- vii. Focused, confident and observant
- viii. Strong communication and judgement capabilities
- ix. Computer literacy
- x. Security consciousness

**The position applied for should be clearly stated in the application / marked on the envelope if submitting a physical copy.**

Applications (accompanied with detailed Curriculum Vitae and copies of professional and academic qualifications) should be sent to:

**The Registrar  
ZCAS University  
P.O. Box 50497RW  
LUSAKA**

**Or Email: registrar@zcasu.edu.zm**

Closing date: **11<sup>th</sup> August 2023**. Only short-listed candidates will be contacted.

*ZCAS University is an Equal Opportunity Employer.*