



GREAT ZIMBABWE UNIVERSITY

INTERNAL ADVERT

Applicants are invited from suitably qualified and experienced persons to fill the following post in the Works and Estates Department

JNAS/05/17

1.0 WORKS AND ESTATES DEPARTMENT

1.1 CLASS TWO DRIVER (2 POSTS) GRADE 13

Applicants must have a clean Class Two (2) driver's licence, a valid Defensive Driving Certificate issued by the Traffic Safety Council of Zimbabwe, a medical certificate and five (5) years continuous driving experience. Applicants must be in possession of at least five (5) Ordinary level passes and must have undergone a driving retest.

DUTIES AND RESPONSIBILITIES

- Driving University vehicles on official business;
- Ensuring that University vehicles are kept secure, clean and in good working condition at all times;
- Checking University vehicles' oil level, water, battery, brakes and tyres daily;
- Preparing monthly reports on University vehicle operations, maintenance and expenses;
- Logging official trips and daily mileage; and

- Carrying out any other duties as assigned by the Transport Manager.

Police clearance is a **MUST** for successful candidates.

APPLICATIONS

Applicants must submit **six copies** of each of the following: **application letter, certified certificates, recent police clearance and curriculum vitae** giving full details of names, place and date of birth, experience, contact number(s) and names and addresses of three referees to:

**Deputy Registrar, Human Resources and Legal Affairs
Great Zimbabwe University
P O Box 1235
MASVINGO**

**The closing date for receipt of applications is Friday, 11 January, 2019.
Only shortlisted applicants will be contacted.**