

JOB DESCRIPTION/SPECIFICATION

1. IDENTIFICATION SECTION

JOB TITLE : Driver

GRADE : ZAQA/07

INSTITUTION : Zambia Qualifications Authority

DEPARTMENT : Corporate Services

SECTION : Human Resources and Administration

UNIT :

JOB HOLDER :

2. **JOB PURPOSE** : To drive vehicles on official business in order to facilitate mobility of officers, documentation, materials and equipment.

3. KEY RESULT AREAS	PRINCIPAL ACCOUNTABILITIES
Driving	Drives safely the Authority's vehicles on official business in order to facilitate mobility of officers, documentation, materials and equipment.
Accidents Reports	Prepares timely accidents reports in order to facilitate decision making.
Log Books	Updates regularly log books in order to enhance accountability for journeys.
Vehicle Inspection	Checks regularly vehicles in order to ascertain their road worthiness.
Faults	Undertakes timely the reporting of faults in order to facilitate their resolution.
Vehicle Cleanliness	Undertakes effectively the cleaning of vehicles in order to ensure they are suitable for use.
Deliveries	Undertakes efficiently the delivery of documents, equipment and other materials in order to facilitate operations.

4. REPORTING RELATIONSHIPS

(a) **Reports to:**
Human Resource and Administration Officer

- (b) **Other Jobs Reporting to (4a) above:**
Office Assistant
- (c) **Number and Level of Immediate Subordinates:**
Nil
- (d) **Contacts**
 - (i) **Internal Contacts:**
Nil
 - (ii) **External Contacts:**
Nil

5. RESPONSIBILITIES

- (a) **Safety and Health of Others:**
Observes traffic rules and regulations
- (b) **Responsibility for Government Resources**
Responsible for all resources under the jobholder's charge
- (c) **Level of Authority and Decision-Making:**
Nil
- (d) **Consequence of Error:**
Negligence or incompetence on the part of the jobholder could lead to injury, loss of life or damage of vehicle.

6. KNOWLEDGE AND SKILLS REQUIREMENTS

- (a) **Minimum Primary/Secondary Education:**
Full Form V/Grade 12 School Certificate
- (b) **Minimum Vocational/Professional Qualifications:**
SADC Driver's License
- (c) **Minimum Relevant Pre-Job Experience:**
3 years
- (d) **Communication Skills**

- (i) **Written Skills:**
Ability to fill forms
- (ii) **Oral Skills:**
Ability to communicate in English
- (e) **Other Skills/Attributes**
 - Sober
 - Defensive driving
 - Integrity
 - Confidentiality
 - Honesty
 - Interpersonal

7. ENVIRONMENTAL AND OTHER FEATURES

- (a) **Condition of Work Place:**
Field
- (b) **Physical effort applied when performing the job:**
Moderate physical effort associated with driving
- (c) **Mental effort applied when performing the job:**
Moderate mental effort associated with driving
- (d) **Hazards involved in the performance of the job:**
Risk of injury and death from road traffic accidents

8. JOB DESCRIPTION APPROVAL

Agreed by (Signature)

Job Holder:..... Date:.....

HoD/Supervisor:.....Date:.....

Director/CEO:..... Date:.....

Prepared by:..... Date