

The National University Of Lesotho



VACANCIES

Department of Campus Services

POST NOs: 2545 & 2600 - DRIVERS

Applications are invited from suitably qualified candidates for the positions of two (2) light duty drivers at Campus Services (Transport Section) on permanent and pensionable terms of service. An applicant **must** be ready to reside in Roma Valley within the **radius of 3km from Roma Campus**.

QUALIFICATIONS AND EXPERIENCE:

- Code B as per SADC ranking (light duty licences);
- Six years' experience as a driver;
- Public driver's licence;
- J.C. or equivalent;
- Defensive/professional driving certificates will be added advantage;
- **AGE:** Interested candidates age should be in the range of 30 to 40 years old
- **Applicants must also submit eye tests medical results with their applications**

RESPONSIBILITIES:

- Answerable to CTO Transport with the following specific assignments:
- Drive NUL vehicles in Roma Campus or its sister campuses;
- Transport University staff and students on official duties to different destinations both locally and internationally i.e. outside borders of Lesotho;
- Responsible for keeping the university vehicles physically clean and out of accidents;

- Ensure that NUL vehicles are properly checked (Inspection of each vehicle) i.e. check oil, water, petrol etc before taking any trip in or out of campus;
- Custodian of tools and equipment for NUL vehicles e.g. spare wheel, spanners jacks triangle etc;
- Check NUL vehicles for necessary repairs and preparing maintenance requisitions.

COMPETENCES:

- Must be able to work even after normal working hours inside and outside the country and must be physically fit and must exercise extreme vigilance;
- Must be able to speak fluently both English and Sesotho as the main mode of communication;
- Must be able to work under minimal supervision and must possess a high degree of confidentiality;
- Must be a person of sober habits.

REMUNERATION:

Grade: (3-B1) of Non –Academic Salary Structure.

INFORMATION REQUIRED FROM CANDIDATES:

Applicants are to address the stated qualifications and provide other information to assist the University to determine their suitability for the position. They should also **quote the number of the post applied for**, provide current CV's (including telephone, telefax and e-mail) plus certified copies of **educational certificates** and **three typed** references. Applicants should inform their referees to submit the signed references directly to the address below, before the stipulated closing date. References addressed ***"TO WHOM IT MAY CONCERN"*** will not be considered as references.

Applications and references should be addressed to:

Director – Human Resources, National University of Lesotho, P.O. Roma 180, Lesotho or emailed to dh@nul.ls

THE CLOSING DATE FOR RECEIVING APPLICATION FOR THE ABOVE POSITION IS 5TH OCTOBER, 2018.