Roads Directorate, P.O. Box 194, Maseru 100, Lesotho
Tel: +266-22324191, Fax: +266-22310123

Job Title:	**Driver/ Messenger**	**Job Category:**	
Division:		**Job Code/ Req#:**	
Location:		**Travel Required:**	
Level/Salary Range:		**Position Type[1]:**	Contract
HR Contact:		**Date posted:**	
Will Train Applicant(s):		**Posting Expires:**	
External posting URL:	[i.e.: http://www.rd.org.ls website address for this position]		
Internal posting URL:			

Applications process

Advert details *Advert closing date: **31st January 2025** * Application letter *Certified ID/Passport copy *Certified copy of valid driver's license * Educational certificates & transcript	**Hand deliver:** [Human Resource Office] [Roads Directorate Head Quarter] [Industrial Area] [Maseru] **Office # S 02 or S 09**

Job Description

Job Purpose:

The overall purpose of the Driver/Messenger is to look after the vehicle assigned to him, to transport project personnel and packages for delivery to their required destinations, and perform other related duties to ensure the smooth running and effective relationships between the Roads Directorate and its stakeholders.

Duties:

1. The incumbent is to contribute to the proper functioning of the administration section by performing the task as listed below:
2. **Tasks**
   (a) Be responsible for the vehicle assigned to him/her.
   (b) Transport materials, equipment and staff on officially authorized journeys, as required for the proper execution of the work involved.
   (c) Maintain a vehicle log book in respect of the vehicle assigned to him/her at all times.
   (d) Clean the vehicle assigned to him/her and maintains such vehicle's cleanliness, internally and externally at all times.
   (e) Check oil, petrol, water, wheel nuts, brakes, lights, speedometer, mirrors and tyres every day and before departing on long journeys, and to report any defects to the responsible officer.
   (f) Ensure that the vehicle is serviced at intervals required by the manufacturer.
   (g) Abide by the Directorate's rules and regulations for Drivers.
   (h) Dispatches project mail and other letters as directed by relevant authorities.

[1] Position type is either: full-time, part-time, job share, contract, intern

(i) Any other duty that can be assigned to him from time to time.

Qualifications and Experience and personal attributes:

(a) General Certificate of Education.
(b) A valid driver's license - EC
(c) A certificate in defensive driving.
(d) At least five years experience in the official capacity as a driver or chauffeur.
(e) A record of no traffic accidents, the cause for which could be attributed to such driver, within the last five years.
(f) To be of sober habits.

Skills:

- Good communication skills are required (English and Sesotho)
- Good time management
- Good interpersonal skills
- Ability to maneuver vehicle in difficult terrains