

## Terms of Reference

For

Driver

<b>Organisation</b>	Skillshare Lesotho
<b>Job Title</b>	Driver
<b>Contract</b>	Fixed Term Contract.
<b>Reports to</b>	Administration Officer
<b>Number of Positions</b>	3 Positions.

### Job Purpose

To operate & manage the vehicles related activities at Skillshare and assist in fulfilling the Administration functions of the office.

### Main Duties and Responsibilities:

#### Driving

- Drive vehicle for official travel and business, or as requested by the Line Manager
- Maintain high standard of service to both internal and external guests.
- Ensure punctuality and safe transport.
- Observing the road and traffic laws and regulations of Lesotho
- Ensure that safe driving practices are adhered to including local driving codes and internally agreed standards.
- Alcohol must not be consumed or present whilst on duty

#### Car Security & Maintenance

- Ensure vehicle is kept clean, tidy and in good working condition at all times.
- Ensure vehicle is kept secure at all times.
- Ensure vehicle is given regular/day-to-day maintenance checks: check oil, water, battery, brakes, tyres, etc.
- Ensure vehicle repairs are carried out properly by official manufacturer's specifications.
- Perform minor repairs and arrange for other repairs, prepare vehicle spare parts inventory.
- Prepare and submit vehicle monitoring report, including records of vehicle operations, maintenance, expenses, mileage, at end of each month.
- Assist the Admin Officer to ensure vehicle insurance and registration is updated according to schedule.
- Prepare budget plan for vehicle.
- Assist in the purchase of new vehicles as required the line Manager.

**Car Logbook maintenance**

- Log official trips, daily mileage, gas consumption, oil changes, etc.

**Administrative works**

- Provide assistant to the Office Administrator by but not limited to;
  - ✓ Photocopying, filing, handling mail, delivering goods and correspondences, carrying parcels, packages, and delivery and collection of official documents as per required.
  - ✓ Assisting in organizing and maintaining the arranging meetings, training and workshop activities.
  - ✓ Maintaining office storage facility/garage (ensuring it is clean, secure, dry and orderly tidy).
  - ✓ Any other task required from time to time

**Organisational Development**

- Participate in the teambuilding of Skillshare Lesotho and contribute to the development and promotion of Skillshare Lesotho values culture and learning approach as required.

**HOW TO APPLY:**

Please submit a current CV along with a cover letter that addresses how you meet the necessary qualifications and outlines why you want to work for Skillshare Lesotho,

Address the Applications to the;

**Executive Director  
Skillshare Lesotho  
42b Old Europa  
UN Road, Opposite Maseru Golf Club**

**Applications are hand delivered at Skillshare Lesotho Offices situated opposite Maseru Golf Course, 42b Old Europa, UN Road.**

**Deadline for applications: 9<sup>th</sup> August 2018 at 4:00PM.**