

Job Title: Driver

Job Profile

- Place of work: Haramaya University, main campus
- Type of employment: Contractual
- Duration: Two years with possible extension up to five years
- Number required: Two
- Reports to: ACE Project Manager

Place of Application

- Haramaya University Human Resource and Development Directorate office, Administration Building 1st Floor, Room No. 114 at Haramaya
- Haramaya University Liaison Office at Addis Ababa, Arat Kilo. Former Germany Cultural Institute Building Office No.15.

Deadline for Application Within 5 (Five) Working days after the announcement of this Vacancy

Job Description

The employee is required to give driving services for the staff and students of the centre as required.

Key Roles and Responsibilities

- Undertakes driving assignments of vehicles as and when assigned by his/her supervisor
- Operates, maintains and cleans assigned vehicles with care and reports any damage and/or suspected fault immediately to his/her supervisor
- Takes responsibility for safe transport of staff, guests and materials assigned to him/her
- Ensures that the vehicle is kept overnight in a secure location and that the vehicle key is handed over to the supervisor, unless explicitly agreed on otherwise by the supervisor
- Records and maintains the transport log-book for any vehicles assigned to him/her
- Responsible for the vehicles and all tools, equipment and spare parts on the vehicle assigned to him/her
- Liaises with his/her supervisor to ensure that routine service and maintenance is undertaken timely
- Carries out errands and performs as required

Required Qualifications and Work Experience

- Completion of at least tenth grade (new education policy) and twelfth grade (previous education policy)
- Valid driving license of at least third grade
- At least five years of relevant work experience and safe driving record

Preferred Specific Experience

- Work experience in higher education and research institutions
- Proven experience in driving in remote areas for field work at research or higher learning institutions or at other organizations engaged in similar activities
- Experience of working with international people

Required Skills

- Have good conduct to work with national and international people
- Have good verbal and written communication skills in local and English languages.
- Automotive background is advantageous

Applicants must be free from any form of addictions. Applicants must also be medically fully fit for driving.

Qualified women are particularly encouraged to apply.

Salary and Benefits

USD 4200 per annum subject to income tax deduction. Payment will be made in Ethiopian Birr based on the exchange rate at the time of transfer of the money from the donor.