

## THE COMPANY

In order to define the status of the national HIV epidemic and estimate the population-level impact of the national HIV prevention, the Ministry of Health and Social Services (MOHSS) is currently undertaking a Population-based HIV Impact Assessment (PHIA) across the country. The survey will help to estimate HIV care and treatment programmes and guide evidence based resources allocation. MOHSS is looking for patient, energetic and licensed individuals who can dedicate their time on a 10 months' contract in the following position:

# STUDY DRIVERS

## THE POSITION

Are you in possession of a valid drivers' license? Would you patiently drive on the gravel and dusty roads of rural Namibian? You will be supervised by the Field Team Supervisors and Fleet Manager and be responsible for providing transport to field teams and the coordination team throughout the period of the study. You will do so in a safe and responsible manner, ensuring good general maintenance of the vehicle. You will fulfil a supportive role and provide services as official drivers on the project and carry out all duties and responsibilities related to this position with the required diligence, efficiency, safety and security of the driver and all passengers, as well as the vehicle.

## KEY AREAS OF FOCUS: YOU WILL

- Drive project employees throughout Namibia and to their local duty station
- Provide a shuttle service for project staff and business guests when required
- Make all the required deliveries and collections on behalf of the project
- Liaise with the appointed supervisor to ensure that all repairs and maintenance checks and services are conducted in a timely manner by the designated service providers and registered vehicle agents
- Prepare vehicles for long distance trips and visits to rural areas
- Drive appropriately adhering to all traffic regulations and ensuring the safety of the passengers
- Participate in trip planning as required
- Keep an updated and accurate logbook reflecting all trips completed and obtain prior written consent for special trips
- Keep an accurate record of monthly fuel consumption, maintenance costs and assist the supervisor with reconciliations
- Ensure that all passengers wear their seat belts and that appropriate attention is paid to passenger safety
- Ensure that the vehicle meets all the legal and traffic requirements to complete the trips
- Submits information or receipts to the supervisor or administrator for record purposes and payment

## THE PERSON

### Minimum requirements: You have

- Namibian citizenship
- Worked as a driver for at least one year
- A valid code 8 Namibian driver's license with no past traffic violations
- A Public Driver's Permit
- Knowledge of Namibian Regions and driving in remote areas will be an advantage
- A Grade 12 certificate
- A general knowledge of automotive maintenance and vehicle operations safety is essential
- English proficiency both written and spoken and at least one other Namibian language

### Competency requirements: You

- Are able to provide positive and constructive feedback
- Solve day-to-day work related problems
- Make well thought-out decisions and come to level-headed conclusions
- Are self-assured and confident without being aggressive
- Strive towards defined goals and take the necessary steps to achieve these
- Are able to travel throughout Namibia at anytime

## INTERESTED?

Our client offers an attractive package commensurate with qualifications and experience. The closing date is **25 November 2016** and suitably qualified Namibians are encouraged to apply. We request that you e-mail your CV to [pnr1@potentia.com.na](mailto:pnr1@potentia.com.na) for the attention of the Recruitment Officer, Ms Jennifer Mifima. In the event that you do not receive an acknowledgement of your application within 5 working days, please contact us on 061 381 000. **Kindly be advised that candidates who have previously applied for this position should not apply again. Kindly be advised that all applications will be handled exclusively by Potentia and all selected candidates will be required to undertake an assessment test. Only electronic CV's will be accepted.**