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Gender Links: Driver

Gender Links (GL), a dynamic Southern African NGO headquartered in Johannesburg that promotes gender justice and equality seeks to fill the post of a **Driver** for the Zimbabwe office.

Purpose of the position

The Driver reports to the Regional Manager and is responsible for providing safe driving services to the organisation, carrying staff to and from different work locations and ensuring that program vehicles are maintained in good working condition. The Program Driver shall provide a variety of transportation support to the organization.

Key Responsibilities:

- Ensure provision of reliable and safe driving services for staff, and visitors.
- Ensure vehicle is clean and well maintained.
- Maintain an up-to-date log book and adhere to organizational vehicle policies.
- Deliver and collect mail and documents and other items as required.
- Perform other duties as assigned by management.

Qualifications, experience, and skills:

- A minimum of 5 O' levels including English and Mathematics.
- Must be a holder of at least a clean class 4 driver's license with a minimum of 5 years of driving 4 x 4 vehicles.
- Class 2 Driver's license or experience of driving heavy-duty vehicles is added advantage.
- A valid defensive driving certificate is required.
- Apprentice certificate or experience as a driver mechanic will be an added advantage.
- Must have expert knowledge of driving rules and regulations.
- Experience with NGO's or large complex organization/s is preferred.
- Mature and willing to work at odd hours.
- Good written, oral, interpersonal and organization skills.
- Ability to work well with others and to develop and maintain compatibility among project staff, subcontractors and recipients of assistance.

General conditions:

The above post is for an initial period of one year based in Harare, Zimbabwe. GL will offer a competitive remuneration package, commensurate with the qualifications and experience. Background information can be found on www.genderlinks.org.za

Please submit a CV and motivation letter, indicating your salary expectation, to zimmanager@genderlinks.org.za;

[cc: zimfinance@genderlinks.org.za](mailto:zimfinance@genderlinks.org.za) **8 February 2023**. Late applications will not be considered.

Only short-listed candidates will be contacted for interview.

GL reserves the right not to appoint anyone if a suitable candidate is not found.

Location:
Harare