



ICAP at COLUMBIA UNIVERSITY ZAMBIA
JOB DESCRIPTION

Job Title: Driver
Reports to: Administrative Assistant
Location: Southern and Western Provinces
Date: August 2020

POSITION SUMMARY

Working under the supervision of the Administration Assistant, the driver is responsible for fleet management for ICAP in Zambia. The driver will ensure cost-savings through proper use of vehicle through accurate maintenance of daily vehicle logs, provides inputs to preparation of the vehicle maintenance plans and reports. Proper day-to-day maintenance of the assigned vehicle through timely minor repairs and arrangements for major repairs.

MAJOR ACCOUNTABILITIES

- Drives the ICAP project vehicles for the transportation of ICAP Project staff and authorized visitors.
- Runs errands as assigned such as: a) delivery and collection of mail, documents and other items, and b) meeting staff and ICAP visitors at the airport
- Ensures cost-savings through proper use of vehicle through accurate maintenance of daily vehicle logs, provides inputs to preparation of the vehicle maintenance plans and reports.
- Ensures proper day-to-day maintenance of the assigned vehicle through timely minor repairs and arrangements for major repairs,
- Maintains accurate vehicle maintenance plans and keeps the project vehicles clean and in good running condition at all times
- Ensures availability of all the required documents/supplies including vehicle insurance, Vehicle registration, vehicle logs, office directory, map of the city/country, first aid kit, and necessary spare parts in the assigned vehicle.
- Keeps track of insurance and other tax formalities
- Follows the ICAP SOP's in case of a motor vehicle accident occurs.
- Performs other tasks as assigned by the supervisor.

EDUCATION

- Certificate/Diploma in Mechanics, Valid driver's license
- Grade 12 certificate

EXPERIENCE, SKILLS & MINIMUM REQUIRED QUALIFICATIONS

- Grade 12 certificate
- Certificate/Diploma in Mechanics, valid driver's license.
- Minimum of five (5) years' work experience.
- Good communication skills

- Excellent computer skills, at minimum with Microsoft Office Package.

Preferred Qualifications

- Certificate/Diploma in Mechanics, Valid driver's license

Travel Requirements

- Requires domestic travel of a minimum of 50-80% of the time