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| Job title | : | Driver/ Messenger |
| Salary Scale | : | Rs 14000 x 300 - 15200 x 325 - 15850 x 350 -16900 x 375 - 17650 x 400 -20450 x 550 – 22650 x 700 -25450 |
| Reporting to | : | Head Corporate Services/ Assistant to the Executive Director and Commission |
| Job objective | : | <ul style="list-style-type: none"> • Driving vehicles and performing messenger and attendant duties • Providing general support and assistance to ensure the smooth running of the office |
| Academic qualifications and Experience Requirements | : | <ul style="list-style-type: none"> • Having read up to Cambridge School Certificate Level • Holder of a clean and valid driving licence since at least three years to drive car (manual gear) |
| Desirable Knowledge, Aptitude and Competencies | : | <ul style="list-style-type: none"> • Basic knowledge of mechanics and motor vehicle maintenance and repairs • Hardworking, self-motivated and pleasant personality and good communication skills • Ability to communicate effectively • Ability to work outside normal hours |
| Main Duties | : | <ul style="list-style-type: none"> • To drive the motor vehicles of the CC proficiently in strict compliance with Road Traffic Regulations; • To perform simple repairs and maintenance tasks such as fixing tyres, checking and topping up water and oil levels; • To ensure the cleanliness and good running condition of the motor vehicles of the CC; • To open and close office; • To maintain the physical office environment and cleanliness of office at a good standard; • To run official errands, despatch of correspondence, mails, documents etc.; • To attend to callers and visitors including preparation and serving of drinks; • To follow up and be in attendance while maintenance work is being carried out; • To operate office equipment such as photocopying, binding machines etc.; • To provide attendant and messenger services, and supporting services to the Executive Director as and when required; and • To perform such duties directly related to the main duties listed above or related to the delivery of the output and results expected from the incumbent in the role ascribed to the latter. |