

# **BANK OF NAMIBIA**

## **VACANCY**

### **EXECUTIVE DRIVER: GOVERNOR'S OFFICE (C1)**

The principal accountabilities of this position are to:

- Operates assigned vehicle in a safe and courteous manner and maintains defensive driving at all times when doing transportation.
- Transport the Deputy Governor to and from her meeting engagements in the city and different regions as the need may arise.
- Transport the Deputy Governor's kids from school to home and to and from various after school activities.
- Occasionally transport the Deputy Governor to and from meetings as the need may arise.
- Perform other duties assigned by the Deputy Governor
- Reads and interpret maps and driving directions to plan the most efficient route service for the Deputy Governor and reads and interpret road signs in English.
- Observe traffic rules and regulations at all times when in the possession of the vehicles and report any faults or accidents which happen to the vehicle immediately.
- Collect and deliver Deputy Governor's office's mail.
- Control the maintenance, cleaning and servicing of the Deputy Governor's personal vehicle.
- Updates the log book of vehicle use on daily basis for proper recording of mileage, checks safety of the vehicle to ensure road worthiness and reports periodic servicing needs of the vehicle in advance to ensure its proper handling.
- Ensures that the vehicle is clean inside-out, fuelled and safe keeping of vehicle accessories e.g., Jack, first aid kit, etc.
- Perform any other duties that may be assigned by or through the Executive Admin Assistant.

## **REQUIREMENTS**

### **QUALIFICATION & EXPERIENCE**

- At least Grade 12 certificate with 25 points and at least an E Symbol in English.
- Minimum two (2) years VIP driving experience.
- Valid Driver's license.

## **KNOWLEDGE & SKILLS**

- Operations and features of assigned vehicles. Reading and writing skills. National & Domestic traffic rules & signs.
- Good Interpersonal Skills
- Ability to communicate effectively both Written & Verbal Communication.
- Ability to read maps, route directions.
- Planning and Organising Skills

People with disabilities are encouraged to apply. If this challenge appeals to you, please apply online through the following address:

<https://www.bon.com.na/Informations/Vacancies.aspx>

**CLOSING DATE: 04 MARCH 2024**