



CENTRAL BANK OF SWAZILAND

UMTSHOLI WEMASWATI

VACANCY (2) – EXTERNAL DRIVER

Applications are invited from suitable and qualifying candidates to fill the position of Driver that exists in the Supply Chain Department.

PRIMARY PURPOSE OF THE JOB

The primary purpose of the job is to transport staff, Bank visitors, deliver documents to respective recipients to ensure the furtherance of the Bank's objectives and communication in line with the Bank's policies, in a cost effective manner.

KEY FUNCTIONS OF THE JOB

- Transport staff members and visitors to respective destinations in line with their schedule, to ensure their safe travel in a manner that portrays and protects the Bank's image.
- To conduct pre inspections of vehicles and fill in relevant forms, ensure safety of passengers and longevity of vehicles in line with Bank Policies and Procedures.
- Vehicle maintenance to ensure that same are serviced as per manufacturer's specifications. Keep vehicle clean at all times.
- Log book maintenance to ensure trips are recorded as per sanctioned requisition forms.
- Delivery and collection of Bank mail/correspondence in a timely and precise manner.
- Upholding high values, integrity and prudent driving skills to ensure repatriation is effected safely at all times.

QUALIFICATION

- Valid Light Duty or Heavy Duty Licence,
- Minimum O' Level Certificate or Equivalent.

EXPERIENCE

- At least 2 years clean driving experience

SKILLS AND COMPETENCIES

- Reliability, Trustworthiness and time keeping
- Team Player
- Understanding of road rules and Legislation
- Attention to detail
- Good interpersonal skills
- Good communication skills

REMUNERATION

The Bank offers a competitive remuneration package, commensurate with relevant qualifications, value add and experience.

DEADLINE

Applications with detailed CV and academic qualifications should be mailed electronically to the **Human Resources Manager** on or before the close of business on the 13th of December 2016. The mail address to be used is recruitment@centralbank.org.sz and the **applications should clearly indicate the post applied for in the “subject” box**. Please note that only shortlisted candidates will be contacted. Should an incumbent not hear from the Bank within two weeks of the closing date of this communication, please consider the application unsuccessful.

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