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Driver 2 Year Fixed Term Contract Philippi Village

The Desmond Tutu HIV Foundation (DTHF) is a registered non-profit organisation focused on the pursuit of excellence in research, treatment, training and prevention of HIV and related infections in Southern Africa.

We have fantastic job opportunities across our businesses for talented people wanting to realize their full potential. Could that be you? If so, we invite you to explore the possibility of joining us to play your part in Desmond Tutu HIV-Foundations' exciting future.

Main Purpose

The main purpose of this role is to transport goods and staff involved in the Adolescent Centre of Excellence (ACoE) program.

Requirements:

- Grade 12 or equivalent
- At least 1-2 years' driving experience
- Working knowledge to do routine maintenance on vehicle
- Code 08 with Professional Driving Permit (PDP) in full
- Possess a sound knowledge of geographical area will advantageous
- Fluent in English – Xhosa and Afrikaans will be advantageous
- Ability to function in a team and able to work independently
- Good time management and interpersonal skills
- Willingness to travel and work irregular hours, including weekends
- Maintain strict client confidentiality

Responsibilities:

- Operate a vehicle to transport persons and goods to and from specified destinations, as directed.
- Perform routine vehicle maintenance, such as checking oil, water, and tyres
- Report any non-routine problems or malfunctioning equipment to management.
- Follow specified instructions, procedures, and standards for the efficient and safe operation of the vehicle, and for the care and safety of passengers.
- Conform to all national and local traffic laws and regulations governing the operation of a vehicle for passenger use.
- Performs miscellaneous job-related duties as assigned.
- Maintain strict client confidentiality.

Values fit: Passion Innovation Progress Integrity Respect Excellence

PASSION | INNOVATION | PROGRESS

Association incorporated under Section 21 registration no. 1999/005072/08 : NPO no. 148-956
Public Benefit no. 18/11/12/51

Directors: Prof R Wood; Prof L-G Bekker;

Ms Z Ebrahim(Chair); Ms T Tutu-Gxashe; Mr P Grant; Ms M K Ndebele; Mr C Abrahams; Dr M Sienaert

www.desmondtutuhivfoundation.org.za

To apply, quote Job reference, submit CV, motivation letter with certified copy of highest qualification and details of three (3) current contactable referees to: Attention HR Manager Jobs@hiv-research.org.za by 30th November 2016 Job reference: #DTHF/C042. Incomplete applications will not be considered.

NB: Only short-listed candidates will be contacted. We are committed to equity in our employment practices. It is our intention to appoint individuals with the aim of meeting our equity objectives. We reserve the right not to appoint if no suitable candidates are identified.

I understand and accept that, by applying for this role, I authorise Desmond Tutu HIV Foundation in its capacity as employer, to access my personal information stored, and to utilise said information for recruitment purposes for this role.

This job may be removed before it expires.

If you have not heard from us within two weeks after the closing date please consider your application as unsuccessful.

Desmond Tutu HIV Foundation is a child friendly organisation committed to the protection of children.

For more information about the organization please visit our website at www.desmondutuhivfoundation.org.za