

ZCCM-IH PLC
JOB DESCRIPTION

2.12.1 IDENTIFICATION SECTION

JOB TITLE : DRIVER

JOB GRADE : ZH7

DEPARTMENT : TECHNICAL

2.12.2 JOB PURPOSE

To safely drive Company vehicles undertaking company duties as well as transport employees, company clients, company assets as requested.

2.12.3 KEY RESULT AREAS AND PRINCIPAL ACCOUNTABILITIES

KEY RESULT AREAS	PRINCIPAL ACCOUNTABILITIES (MAIN DUTIES)
Driving	Transports employees as required including airport transfers; Transports Company assets as requested; Fuels vehicles and monitors consumption.
Planned Maintenance	Undertakes basic checks and ensures that vehicles are in good road worthy condition; Maintains service records for Company vehicle(s) and ensures regular servicing; Ensures vehicle(s) are kept clean.
Licensing	Prompts Administrative Officer to licence and insure vehicles in good time.
Other Duties	Any other duties as may be assigned from time to time

2.12.4 REPORTING RELATIONSHIPS

- a) **Reports to:**
Office Manager
- b) **Other Jobs Reporting to (4a) above**
Nil
- c) **Number and level of immediate subordinates:**

Nil

2.12.5 ESSENTIAL/DESIRABLE QUALIFICATIONS/EXPERIENCE

a) Professional Qualification :

- Grade12 certificate
- Valid Driving Licence (Class C)
- Crafts Certificate in Mechanics,
- or Crafts Certificate in Auto Electrical

b) Minimum Relevant Pre-Job Experience:

2 years minimum relevant pre-job experience

c) Skill Specifications:

- Communication skills (written/verbal)

d) Other Attributes (Personality Traits)

- Adaptable
 - Reliable
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