



**HUMAN
RESOURCE
DEVELOPMENT
COUNCIL**
of BOTSWANA

VACANCY ADVERT

The Human Resource Development Council (HRDC), an autonomous body whose main objectives among others include provision for policy advice with regard to the National Human Resource Development Strategy, coordination and implementation of the strategy, planning and advising on Tertiary Education Financing and Work Place Planning in Botswana, seeks to recruit suitably qualified persons for the following post:

Messenger/ Driver - x 1

1. Main Purpose of the Job

Reporting directly to Administration Officer, the position is responsible for driving the Council's vehicles as well as providing messengerial and basic clerical services.

2. Key Accountabilities

- Transporting clients and or documents/parcels to and from external destination.
- Collection and delivering documents/parcels internally in line with the requests.
- Maintaining records of all deliveries and pick-ups.
- Honoring the schedule for transport and maintain daily vehicle log.
- Checking and advising the Administration Officer on vehicles condition and arrange for vehicle repairs as needed.
- Administering and maintaining records of vehicle repairs up to date.
- Conducting a weekly inspection of all pool vehicles and report damages if any.
- Conduct a minor inspection before every departure and at arrival and report any damages observed.
- Ensuring vehicles are fully fueled before being issued to staff.
- Collection and distribution of correspondences, files, memos etc, internally as directed.

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana

Postal Address: Private Bag BR 108, Gaborone, Botswana

Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814



www.hrdc.org.bw

3. Competencies

- Computer literate
- Reliable
- Time management
- Customer service
- Basic understanding of motor vehicle functionality
- Cleanliness.
- Communication and interpersonal skills.
- Flexibility, dependability and dedication
- Service oriented and client focused

4. Job Requirements

Qualifications:

- BGCSE Certificate or its equivalent
- Light duty (Class B) vehicle driving license.
- PSV License

Experience:

- A minimum of two (2) years' work experience as a Messenger/ Driver in a related environment.

5. Remuneration:

- HRDC offers an attractive remuneration package which is commensurate with qualifications, skills and experience.

6. Method of Application

Applications quoting the post being applied for and accompanied by detailed Curriculum Vitae, names and addresses of three referees, one of whom should be an employer/most recent employer and/or immediate supervisor (including their telephone numbers and e-mail address where applicable), true and certified copies of educational/Professional certificates and references must be sent to: recruitment@hrdc.org.bw

Closing Date: 8th October, 2024.

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana

Postal Address: Private Bag BR 108, Gaborone, Botswana

Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana

Postal Address: Private Bag BR 108, Gaborone, Botswana

Tel: +267 393 0741 • **Fax:** +267 393 0740 / 393 0814

