

## **JOB DESCRIPTION FOR LCN DRIVER**

**JOB TITLE:** DRIVER

**REPORT TO:** FINANCE AND ADMINISTRATION MANAGER

### **BACKGROUND**

The Lesotho Council of NGOs (LCN) is dedicated to offering supportive services to its members through networking, leadership, information, training, coordination and representation of their interests when dealing with Government, international NGOs, donor agencies and others.

LCN Members have been classified and organized into now six sectoral commissions for effective coordination and management of members' programmes. The main objective of establishing Commissions is to group NGOs similar with objectives or programmes together to facilitate networking among members and as well as coordination. The main purpose of the post of the Driver is to transport LCN staff and clients to their different destinations and to deliver mails from LCN to different destinations The Driver will report to the Finance and Administration Manager on the following key responsibilities:

<b>Primary Responsibilities</b>	<b>Key Performance Indicators</b>
i. Transport staff, visitors, associate members and donors to different destinations.	a) All people transported to their destinations, on time and safely.
ii. Proper use of vehicles to ensure cost savings.	a) Vehicle repairs and maintenance plan in place and adhered to. b) All trips to be authorized to save on fuel costs.
iii. Ensures proper day-to-day maintenance of the vehicles.	a) Changing oil, checking of tires and others on a daily basis before using vehicles.
iv. Deliver materials and mails to different destinations.	a) Delivery of letters for all LCN activities to different destinations.
v. Provide reliable and safe driving services.	a) Adherence to all local and other countries road laws vehicles are used in. b) Ensure all vehicle licenses are valid and renewed on time.

vi. Ensure that all vehicles are road worthy, clean and in sound running condition at all times.	a) Any repairs to be reported and done on time. b) Vehicles kept clean at all time.
vii. Maintains of vehicle log books.	a) Log books properly filled in, checked and signed on a weekly basis.
viii. Other administrative issues	a) Assist Administration Officer by taking calls, setting appointments and any other administrative issues. b) Do banking when requested, cashing cheques and making deposits at the bank and delivering payments to different suppliers.
ix.	a) Any other duties

## **JOB SPECIFICATION**

### **Education and Training**

C.O.S.C.

### **Work Experience**

3 years work experience

Valid driver's license

### **Knowledge and skills**

Following instructions and procedures.

Good communication skills.