



FINANCIAL INTELLIGENCE UNIT

Vacancy Driver

JOB DESCRIPTION

REQUESTER DETAILS

Position title	Driver
Reporting line	Administration Officer
Department	Finance and Administration
Reward level	
Role (individual /management)	Individual

JOB PURPOSE

The Driver shall ensure regular transportation of the Unit staff and provide administrative support to the Unit staff and visitors

KEY PERFORMANCE AREAS

What do you have to be able to do to achieve the desired results of your job?

Vehicle driving and maintenance

- Ensure that the FIU fleet is clean and road worthy
- Check vehicles condition/ requirements and fill the Log books properly
- Ensure proper maintenance and servicing of the FIU fleet on a day-to-day basis and report any faults
- Drive office vehicle for transportation of authorised personnel and delivery/collection of cargo and other items, and ensure that they are safely transported to their destinations
- Responsible for the day-to-day maintenance of the FIU fleet and arrange for other related repairs
- Ensure that the steps required by rules and regulations are taken in case of involvement in accident
- Safely drive vehicles by following safety precautions rules

Clerical responsibility executed in coordination with the Administration Officer

- Support and assist the office in performing registry-related duties, such as providing messenger services
- Make distribution of the correspondence/ material to appropriate persons, mail and programme documents
- Provide logistical support to Administration Officer in the organisation and preparation of all workshops, meetings and events
- Perform all other clerical related duties, upon request

EDUCATION, SKILLS AND EXPERIENCE

Education

- Minimum requirement is COSC

Experience

- Driver's License and at least 5 years driving experience
- Excellent communication and interpersonal skills
- Experience in Administrative work
- Must be able to work under pressure
- Must maintain confidentiality

BEHAVIOURAL COMPETENCIES

- **Customer service** - Responds to customer's needs by following through
- **Flexibility** - Accepts need for flexibility
- **Organisational commitment** - Respects the way things are done in the organisation, and does what is expected
- **Teamwork** - Supports team decisions, is a good team player, does his/ her share of the work without having to be reminded

Other requirements

Please deliver letters of application including certified copies of certificates, academic transcripts, detailed curriculum vitae, name and Contacts of two referees to:

Financial Intelligence Unit
Central Bank of Lesotho Building
Cnr. Moshoeshoe & Airport Roads
Private Bag A64
Maseru 100.

The deadline for applications is Monday 21st October 2019 at 1200hrs. Only shortlisted candidates will be contacted