

Vacancy Announcement: Temporary driver

Location: OSSEDI (Organization for Social, Sustainable, and Economic Development Initiatives)

Position: Temporary driver

Duration: 6 months

Application Deadline: 20/11/2024

About OSSEDI

OSSEDI is a local NGO committed to supporting community development initiatives through impactful programs and services. We believe in teamwork, humility, and dedication as we work together to improve the lives of those we serve.

We are seeking a **responsible and dedicated temporary driver** to join our team. This position requires someone with a humble and proactive attitude, who is willing to assist with additional duties as needed, such as vehicle cleaning and completing various errands as directed by OSSEDI's management.

Key Responsibilities:

- **Safe driving:** Transport OSSEDI staff and materials safely to various destinations as required, adhering to all traffic laws and organizational protocols.
- **Vehicle maintenance:** Perform routine checks to ensure vehicles are in safe and operational condition. Promptly report any issues to the relevant personnel.
- **Vehicle cleaning:** Regularly clean and maintain vehicles to ensure cleanliness and readiness.
- **Errands and administrative support:** Carry out additional tasks as assigned by the management, including administrative errands to support OSSEDI's operations.

Qualifications:

- Valid driver's license with a clean driving record.
- Minimum of 2 years of professional driving experience, preferably with NGOs or similar organizations.
- Ability to follow instructions and demonstrate reliability and punctuality.
- Humble and cooperative attitude, with a willingness to assist with additional tasks as needed.
- Basic knowledge of vehicle maintenance and safety checks.
- Good communication skills

Why Join OSSEDI?

This role offers an opportunity to contribute to a mission-driven organization and support OSSEDI's vital work in community development. The successful candidate will join a supportive team dedicated to making a positive impact.

How to Apply

Interested candidates should submit their CV and a brief cover letter detailing their relevant experience to recruitment@ossedimalawi.org by 20/11/2024. Please indicate "Temporary Driver Application" in the subject line. Only shortlisted candidates will be contacted.

Become part of OSSEDI's dedicated team. Apply today!