

<https://jobs.eagmark.net/job/driver-lusaka/>

Description

The International Maize and Wheat Improvement Center, known by its Spanish acronym, CIMMYT®, is a not-for-profit agricultural research for development organization with partners in over 100 countries.

Responsibilities

Chauffeur Service

- Drive CIMMYT staff and visitors to various destinations
- Perform airport transfers and meet and assist official CIMMYT visitors at the airport.
- Courier and delivery of administrative documents and follow-ups with authorities, in particular, but not limited to immigration services and the Ministry of foreign affairs.
- Handling of office errands to various destinations e.g., visa processing.

Fleet Operations

- Issue staff assigned vehicles to staff as directed by supervisor.
- Daily checking on vehicle status.
- Ensure fuel replenishment is done in a timely manner and accurate records are maintained.
- Manage the day-to-day maintenance of the fleet of vehicles as well as dropping and Picking CIMMYT vehicles to and from various garages.
- Perform minor repairs and ensure overall maintenance of CIMMYT vehicles.
- Recording vehicle mileage regularly.
- On standby for any CIMMYT staff with vehicle issues.
- Support vehicle-related procurement activities upon request from the supervisor by sourcing quotations, procurement of office and field required items as well as collection from suppliers.

Qualifications

- A minimum of 5 Ordinary Levels is a must.
- Clean Class 1 Driving License and a valid Defensive Driving Certificate are required and a must for this job.
- At least 5 years' relevant experience in a not-for-profit organization or related organization.
- Ability to communicate and relate effectively with staff at all levels.
- Understand basic written and oral English. Ability to complete basic forms and reports.
- Knowledge of local languages
- Ability to use e-mail and read GPS.
- The selected candidate must exhibit the following competencies: Organization, Critical thinking, Teamwork, Client Orientation, Problem Solving decision making, Negotiation and Conflict resolution.

Job Benefits

- Private Health Insurance

Driver

Hiring organization

International Maize and Wheat Improvement Center (CIMMYT)

Employment Type

Full-time

Industry

Agriculture

Job Location

Lusaka, Zambia

- Pension Plan
- Paid Time Off
- Work From Home
- Training & Development

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