

VACANCY

DRIVER & FLEET ADMINISTRATOR

1. Purpose

This dual role is responsible for providing efficient delivery and transportation services while supporting the day-to-day management, coordination and maintenance of the company's vehicle fleet.

2. Key Responsibilities

- Day-to-day office driving and deliveries
- Accuracy of fleet records
- Timely renewal of licenses and insurance
- Maintenance schedules adhered to
- Fuel usage tracking accuracy
- Timely and accurate reporting

3. Key Requirements

- Diploma in Administration Management or Fleet Management
- Grade 12 with 30 points
- Valid driver's license Code B and PDP with clean driving record

Interested candidates are required to submit the following documents:

- Cover letter and comprehensive CV.
- Apply through the Tara Nawa recruitment portal at www.jobopportunities.net, only applications received through this portal will be considered.

Closing Date: 30 April 2026 @ 17:00

NB: Only shortlisted candidates will be contacted.

NO LATE APPLICATIONS WILL BE CONSIDERED AND ACCEPTED.