



DESMOND TUTU
HIV FOUNDATION

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DRIVER 2 YEAR GUGULETHU RESEARCH OFFICES

The Desmond Tutu HIV Foundation (DTHF) is a registered non-profit organisation focused on the pursuit of excellence in research, treatment, training and prevention of HIV and related infections in Southern Africa.

We invite applications from candidates for a two-years contract position as a Driver for the Gugulethu Research Offices team.

Requirements:

- Grade 12 and a certificate
- Code 10 drivers licence with Public Driving Permit (PDP)
- Experience in building maintenance required
- English speaking required (Xhosa and Afrikaans would be advantageous)
- Experience in office administration and data capturing will be advantageous
- Experience in conducting research will be advantageous
- Routine maintenance on small/ medium commercial vehicles beneficial
- MS office proficiency
- Ability to function in a team
- Maintain strict client confidentiality
- Make arrangements for project vehicles to go for routine and annual services
- Arrange for the generator to be serviced according to the required schedule
- Perform admin and related duties as and when required
- Police clearance

Responsibilities

- Transport staff to and from fieldwork sites
- Transport Specimens (Sputum, Blood) from clinics to GRO and GRO to laboratories
- Make arrangements for project vehicles to go for routine and annual services
- Ensure that site vehicle and equipment is maintained and in optimal running conditions at all times
- Arrange for the generator to be serviced according to the required schedule
- Maintenance of other GRO equipment as required
- Perform administrative or general assistant duties as required.

To apply, quote Job reference, submit CV, motivation letter with certified copy of highest qualification and details of three (3) current contactable referees to: Attention HR Manager Jobs@hiv-research.org.za by 31st May 2019 Job reference: #DTHF/C032. Only online applications via our jobs portal will be considered.

NB: Only short-listed candidates will be contacted. We are committed to equity in our employment practices. It is our intention to appoint individuals with the aim of meeting our equity objectives. We reserve the right not to appoint if no suitable candidates are identified.

This job may be removed before it expires.

If you are a foreign national applying for this position, please attach a copy of your work permit to your application.

If you have not heard from us within two weeks after the closing date please consider your application as unsuccessful.

Desmond Tutu HIV Foundation is a child friendly organisation committed to the protection of children.

For more information about the organization please visit our website at www.desmondtutuhivfoundation.org.za