

## **NEW JOB OPPORTUNITY**

### **POSITION: DRIVER/MESSENGER**

The **Institute of Early Childhood Development** is currently seeking a qualified, experienced and highly committed professional for this position.

The post holder will be under the direct supervision of the Human Resource and Budget Management Officer and will be responsible to:

#### **Main Duties**

- Drives and maintains motor vehicles in good working condition.
- Undertakes messenger duties and provides general assistance related to the efficient operation of the Institute.
- Cleans vehicles and checks for such essentials as gas, oil, water and tyre pressure and makes entries in a log book.
- Record and maintain vehicles mileage as per normal internal procedures.
- Transports relevant personnel/staff to/from official meetings, seminars, workshops, conferences.
- Any other relevant duties as assigned by supervisor or designated person.

#### **Minimum Entry Requirements**

- Post Secondary Certificate or equivalent
- A minimum of 5 years driving experience
- A valid driving licence of Class 2, 5 & 6.
- Knowledge of mechanical functions of a vehicle

#### **Additional attributes**

As part of the new recruitment strategy the Institute is placing strong emphasis on this extremely important aspect. This will be addressed and discussed during interview sessions with shortlisted applicants.

#### **Relevant Documents**

Interested and qualified candidates, who possess the above credentials and experience, should send to the contact and address below:

- (1) A detailed and up-to-date CV/resume with at least two referees**
- (2) A duly filled Employment Application Form**
- (3) Copies of Certificates/Transcripts**
- (4) A recent passport-size photo**
- (5) A copy of National Identity Card**
- (6) Police Character Certificate**
- (7) Copies of any other Documents of Relevance**

**Working conditions**

Hours of work will be from 8.00 am to 4.00 pm, however depending on work necessity it may be required to work after normal working hours and on Saturdays.

**Note:** Incomplete application form and non-submission of the requested documents shall NOT be considered for the next steps, as per the Institute requirements and internal procedures for recruitment.

**Ms. Jacqueline Hoareau**

**Human Resource & Budget Management Officer**

Institute of Early Childhood Development

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**Closing Date: 30<sup>th</sup> September 2025 at 4.00pm**