



## EXTERNAL VACANCY ANNOUNCEMENT

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The Office of the Auditor-General (OAG) is an independent Supreme Audit Institution in Lesotho. It is responsible for promoting accountability, transparency, and value for money in the use of public funds by providing quality audit services to improve the economic, efficient and effective service delivery to the citizens of Lesotho. OAG achieves this through audits, and reports on the Government of Lesotho's Consolidated Fund and Public Stores, to provide an overall opinion on the accounts.

OAG invites applications from suitably qualified local candidates for the following position:

<b>JOB TITLE</b>	<b>:</b>	<b>DRIVER/MESSENGER</b>
<b>NO OF POSITIONS</b>	<b>:</b>	<b>1</b>
<b>RESPONSIBLE TO</b>	<b>:</b>	<b>SENIOR DRIVER/MESSENGER</b>

### CORE DESCRIPTION

Under the supervision of the Senior Driver/Messenger, the driver/messenger is responsible for transporting OAG staff to various locations, performing messenger services and ensuring proper maintenance and security of vehicle.

### JOB RESPONSIBILITIES

- a) Operates the vehicle in accordance with operation manual, national traffic regulations, best driving practices and organizational policy.
- b) Transports employees to various locations observing and adhering to their schedule as may be directed.
- c) Welcomes passengers and makes them comfortable throughout the journey.
- d) Verifies that the transport requisition forms that specify the destination are appropriately filled before taking any journey.

- e) Reports any defects on vehicle to Senior driver/messenger for arrangements of repairs/ services.
- f) Deliver to and collect mail from all organisations/companies with which the OAG conducts business.
- g) Photocopy and organise documents, as necessary.
- h) Enters mileage readings before and after a journey in the Logbook for monitoring vehicle usage.
- i) Cleans vehicles both interior and exterior so that they are in polished and running conditions.

### **QUALIFICATIONS AND SKILLS REQUIREMENTS**

- a) LGCSE or C.O.S.C certificate, Diploma qualification will be an added advantage.
- b) A valid Driving License and Public Driving Permit with minimum driving experience of 5 years.
- c) Experience of driving 4\*4 vehicles and knowledge of the Lesotho road network, especially in working in the highlands.
- d) Must be discreet in all matters related to the assignment, including confidential information seen or heard.
- e) Must be able to communicate in both Sesotho and English languages.
- f) Defensive Driving Certificate will be an added advantage.

### **OTHER REQUIREMENTS OF THE JOB**

- a) Adaptability and flexibility
- b) Conflict Management
- c) Honesty & integrity
- d) Ability to take instruction and learn on the job.
- e) Sober habits, respectful and willing to work odd hours.

### **Job Application Submission**

Applicants must submit a motivational letter, CV, certified educational certificates, transcripts, and ID to the Human Resources Office, Office of the Auditor-General, 4th Floor, Finance House, Maseru, Lesotho. The closing date for applications is **04<sup>th</sup> April 2025** at 5:00 pm, only shortlisted candidates will be contacted.

