



**WE
ARE
HIRING**

Botswana Accountancy College (BAC) is a Premium Institution with all the hallmarks of a supreme learning environment characterised by an international footprint. BAC is a highly focused business school which is continuously forging relations with renowned international partners i.e universities and global professional bodies. As a learning institute driven by the passion to excel, we are recognised for the quality of our programmes and their relevance to the needs of the economy. We subscribe fully to the growth of Botswana's human capital development agenda and are a key player in the national human resources development and skills capacity building programme. Our vision is anchored on excellence in knowledge production so if you are a professional of distinction, you need to be part of the best of the breed in the knowledge industry.

VACANCY NOTICE

DRIVER/MESSENGER

(PERMANENT & PENSIONABLE) TENABLE IN FRANCISTOWN

MAIN PURPOSE OF THE JOB

To drive a range of College vehicles in accordance with relevant safety rules and regulations, ensuring the safe transportation of College stakeholders' goods as well as providing messengerial services.

KEY PERFORMANCE AREAS

- Vehicle Maintenance & Repair
- Drivin
- Customer Focus
- Execution & Delivery
- Mail Room Management

COMPETENCIES AND SKILLS REQUIRED

- Asset Utilization & Maintenance
- Vehicle Maintenance & Repair
- Customer Focus
- Building Relations
- Integrity
- Safety Health & Environment
- Fire and Safety Management
- Institutional Fleet Management
- Time Management

EXPERIENCE AND QUALIFICATION

- BGCSE/IGCSE/ O Level, a valid Extra heavy duty driver's license (EC) and PRDPP4 and PRDP - Special.
- At least Two (2) years of heavy-duty driving experience in a formal work environment.
- Basic Knowledge of driving, vehicle maintenance and repair, road safety rules and regulations, destination routing and messengerial services.
- Heavy duty driving experience in a learning environment will be an added advantage.

APPLICATION PROCEDURE:

All applications accompanied by cover letter, curriculum vitae and certified copies of ID and academic certificates should be emailed to recruitment@bac.ac.bw (stating the position being applied for as the subject of the email) before close of business on **9th May 2025, 1700hrs.**

APPLICATIONS SHOULD BE ADDRESSED TO:

Head of Human Resources
Botswana Accountancy College
P/Bag 00319
Gaborone

NB: Botswana Accountancy College will enter into correspondence only with shortlisted candidates.