



TERTIARY EDUCATION SERVICE COUNCIL

VACANCY ANNOUNCEMENT

INTERNAL

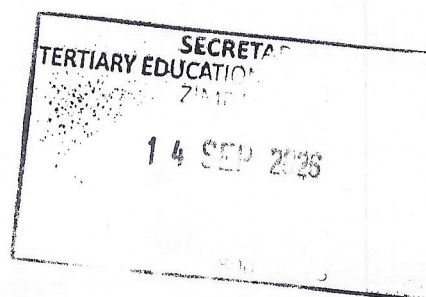
VACANCY ANNOUNCEMENT 4 OF 2026

REFERENCE NO	: TEC/26/04
DATE OF ISSUANCE	: 14 SEPTEMBER 2026
DEADLINE FOR APPLICATIONS	: 02 OCTOBER 2026
STATION	: TESC SECRETARIAT HEAD OFFICE

POST

1 x Driver

1



[Handwritten signature]
4/9/26

Position Title	DRIVER
Reporting to	ADMINISTRATION OFFICER
Supervises	N/A
Position Status	Full Time (40 hours a week)
Entry Grade	T10
Hours	Normal business hours (0745 to 1645 hours) but may be required to work beyond normal hours when the situation calls for that.
Based at	Head Office

Job Summary

Responsible for day-to-day driving and management of the organization's vehicles in accordance with TESC and Government policies, procedures and service standards.

Duties and Responsibilities

- a) Submitting vehicle service status reports
- b) Carrying out routine vehicle checks.
- c) Reporting any vehicle mechanical and electrical faults.
- d) Cleaning the vehicles.
- e) Loading and unloading luggage.
- f) Delivering and collecting mail to and from desired destinations.
- g) Picking up Officers from the place and at the time they requested.
- h) Carrying out accident and incident reports.
- i) Filling in log books for every trip.

Qualifications, Experience and Competences

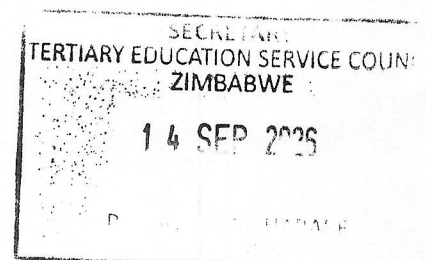
- i. 5 'O' Levels including English Language
- ii. Have a clean valid Zimbabwe Class 1 or 2 Driver's License
- iii. Possession of a Zimbabwe Government Authority
- iv. Possession of a Zimbabwean Defensive Driving Certificate
- v. Minimum of two (2) years' relevant experience.



14/9/20

Applications must be submitted to:
The Secretary
3 Barlow Close
Glenlorne
Harare

Applications must be accompanied by a Detailed Curriculum Vitae with contact details and copy of National I.D, birth certificate and qualifications. Please be advised that applications which do not comply with the above requirements and those submitted after the deadline will not be processed.



[Handwritten signature]
04/09/25