

VACANCY

Position Title:	Driver/ Messenger
Duty Station:	Harare, Zimbabwe
Type of Appointment:	Permanent
Estimated Start Date:	30 July 2025
Reference Number:	NVF2025/01
Application Closing Date:	10 July 2025

Key Responsibilities:

- Drive and ensure that the company vehicle(s) is used only for official/authorized business, as advised by the supervisor.
- Ensure prompt and secure delivery of documents, packages, or goods to designated locations.
- Maintain mechanically sound vehicles, schedule vehicles for repairs and maintenance, keep vehicles clean and should be well versed with safe handling of vehicles
- Follow traffic rules and regulations.
- Report incidents, accidents, or delays promptly to the supervisor.
- Plan safe and efficient routes to minimize travel time, maintain records for trips (log books)
- Prepare daily delivery log sheet, and a monthly report is prepared summarizing statistics linked to mileage, fuel consumption, etc. for the vehicle(s).
- Represent the company professionally while interacting with clients or the public and maintain confidentiality and discretion
- Must be willing and comfortable spending extended periods away from home, operating on routes that may include overnight stays
- Assist with clerical duties and other tasks as assigned from time to time by the supervisor

Requirements:

1. Valid Class 4 Driver's License.
2. Defensive Driving Certificate.
3. 5 O' Levels, including English.
4. **At least 5 years** of experience in driving various types vehicles.
5. Minor vehicle repair skills.
6. Good communication and customer care skills.
7. Energetic and physically fit individual of good deportment.
8. Applicant must be an individual of impeccable character with no criminal record

How to Apply:

Interested and qualified candidates must email your curriculum vitae to **careers@nvccz.com** with the subject line: **DRIVER/MESSENGER**

Required Documents:

1. Curriculum Vitae (CV) with:
 - Full names
 - Place and date of birth
 - Contact information
2. Copy of national identification
3. Proof of qualifications
5. Current salary (if employed)
6. Date of availability
7. Three (3) traceable referees

Or hand deliver with envelope clearly marked **DRIVER/MESSENGER** to:

The Human Capital Department
National Venture Capital
Company of Zimbabwe
4th Floor, Blue Bridge,
Eastgate, Harare,
Zimbabwe

Only shortlisted candidates will be contacted.

No late applications will be accepted.