

Office Attendant / Driver

Job Title	Office Attendant / Driver	Department	Administration
Reporting To	Administrative Officer	Document Use	Recruitment, Appraisal, Training

Role Purpose

To provide reliable transport, dispatch and general office support services that contribute to smooth daily operations, timely movement of documents and personnel, and proper upkeep of assigned vehicles and support areas.

1. Strategic Contribution

- Support continuity of office operations through dependable transport and dispatch services.
- Ensure safe, timely and professional movement of staff, documents and materials.
- Contribute to the orderly upkeep of assigned vehicles and support areas.
- Promote responsiveness and service discipline in routine operational support.

2. Key Accountabilities

Key Result Area	Core Responsibilities
Driving & Transport Support	Provide safe and timely transport services for authorised staff, visitors, materials or errands in accordance with schedules, instructions and road safety requirements.
Dispatch & Delivery	Handle collection and delivery of documents, mail, parcels, banking items and other authorised materials while maintaining proper logs and confidentiality where required.
Vehicle Care & Readiness	Maintain the cleanliness, roadworthiness and basic daily readiness of assigned vehicles; monitor fuel, service intervals, licence, insurance and inspection requirements; and report defects promptly.
Office Support Duties	Assist with routine office support tasks such as photocopying, movement of supplies, room setup, basic messenger duties and related logistical support as assigned.
Compliance & Safety	Comply with traffic laws, organisational transport procedures, health and safety requirements, and secure handling of items under custody.
Service Reliability	Respond promptly to requests, maintain courteous conduct and ensure dependable support to internal users.

3. Qualifications, Experience and Competencies

Education

- School Certificate or equivalent qualification.
- Valid driving licence for the relevant vehicle category is required with a clean police record.

Experience

- Minimum 2-3 years of relevant driving and office support experience.
- Clean driving record and familiarity with local routes, offices and service locations are required.

Technical Competencies

- Safe driving and route planning.
- Basic vehicle inspection and upkeep awareness.
- Dispatch logging and document handling.
- General office support and messenger duties.
- Understanding of safety and confidentiality requirements.

Behavioural and Professional Competencies

- Dependability, punctuality and service orientation.
- Courtesy and professional conduct.
- Sense of responsibility and respect for safety rules.
- Ability to follow instructions and manage time effectively.
- Trustworthiness and care in handling documents or materials.

4. Key Performance Indicators

Performance Area	Illustrative Measures
Transport Reliability	Timeliness and dependability of transport and dispatch assignments.
Safety & Compliance	Safe driving record; adherence to transport procedures and vehicle compliance requirements.
Vehicle Upkeep	Cleanliness and readiness of assigned vehicle; timely reporting of maintenance needs.
Support Responsiveness	Prompt completion of assigned office support tasks and errands.
Service Conduct	Professional behaviour and feedback from internal users.

5. Additional Requirements

- Must hold a valid driving licence and maintain fitness to drive.
- Flexibility to work outside normal hours where transport needs require it.

6. Document Control

Prepared / Reviewed By	Approved By
Name: _____ Title: _____ Date: _____	Name: _____ Title: _____ Date: _____