



# We're... Hiring!

Join our team of Experts

The Botswana University of Agriculture and Natural Resources (BUAN) invites applications from suitably qualified individuals for the following post:

## HEAVY DUTY DRIVER

VACANCY CIRCULAR NO. 2024:02:12

### JOB PURPOSE

Accountable to the Transport Officer, the incumbent will be responsible for the following among others;

- Drive a wide range of University vehicles safely in accordance with instructions in order to facilitate the day running of the Institution.
- Vehicle Inspection and Reporting.

### REQUIREMENTS OF THE POSITION

The right candidate must meet the following minimum requirements, among others;

- Possess COSC/BGCSE Certificate plus Heavy-Duty Vehicles and PSV (General) driving Licenses. Possess two (2) years' work-related experience.
- Knowledge in defensive driving, Heavy Duty driving experience, First Aid, Fire and Safety and
- Good communication skills.

### COMPETENCIES

- Driving
- Equipment Inspection
- Customer Focus
- Specialization Equipment Use

**Fringe Benefits:** These include motor vehicle purchase advance scheme, an optional 50% BUAN funded medical aid plan & group life assurance scheme. In addition, permanent and pensionable staff are offered a contributory pension scheme while contract staff are offered a gratuity of 30% of basic salary after successful completion of the contract.

**Method of Application:** Applications quoting the vacancy number, the post being applied for and accompanied by detailed CV, **true and certified copies of educational/professional certificates, grade transcripts and national identity card**, at least 3 recent references of which one should be from the immediate supervisor must be addressed to:

ALL APPLICATIONS SHOULD BE ADDRESSED TO:

Director, Human Resources  
Botswana University of Agriculture and Natural Resources  
Private Bag 0027  
GABORONE

Email to: [recruitment@buan.ac.bw](mailto:recruitment@buan.ac.bw)  
OR  
Hand deliver applications to  
Records Office, Block 300, BUAN



**Closing Date:**  
15 March 2024

NB: Only shortlisted candidates will be contacted.

[www.buan.ac.bw](http://www.buan.ac.bw)



[info@buan.ac.bw](mailto:info@buan.ac.bw)

