



VACANCY ANNOUNCEMENT

Job Title	:	Driver
Number of Vacancies	:	2
Location	:	Lusaka
ERB Grade	:	ERB 8
Reports To	:	HEAD DRIVER

Background

The Energy Regulation Board (ERB) is a Statutory Body established under the Energy Regulation Act No. 12 of 2019 to regulate the energy sector in Zambia by licensing undertakings and ensuring consumers receive a quality service at an affordable price while ensuring a reasonable rate of return to the energy utilities.

The ERB now seeks to recruit two (2) suitably qualified and experienced persons to fill the positions of Driver at its Head Office in Lusaka.

Job Purpose

To drive an assigned Institutional/ ERB motor vehicle for the purpose of transporting personnel and/ or materials to required destinations.

Main Duties and Responsibilities

- 1) To drive ERB staff, visitors, Board Members and other officials as directed to and from required destinations;
- 2) To provide minimal assistance to an Inspector during inspections;
- 3) To deliver and collect materials to or from specified locations as instructed;
- 4) To conduct pre-shift checks of the vehicle to ensure that it is in sound operating condition and compliant to all road traffic regulations before driving it;
- 5) To report faults/ defects/ accidents in a timely manner in accordance with the ERB Transport policy;
- 6) To alert the Head Driver when the vehicle assigned is due for service;

- 7) To conduct minor repairs to the vehicle assigned such as changing brake pads, oil, filters and light bulbs.
- 8) To keep an up-to-date record of travel on a daily basis by making entries on trips in the vehicle log book;
- 9) To ensure that the assigned motor vehicle is kept secure at all times;
- 10) To undertake any other duties as may be assigned by the supervisor

Minimum Qualifications/Skills

- Grade 12 School Certificate or equivalent
- A minimum of SADC Driver's License.
- Ability to drive manual vehicle a **must**
- 5 years current driving experience
- At least two (2) years driving experience in an established Institution, an added advantage
- At least three (3) years driving experience driving Executive Staff, an added advantage
- A certificate in Mechanics, an added advantage
- Must be able to communicate effectively in English and write reports

Required Attributes

- Good communication and interpersonal skills. Confidentiality
- High etiquette
- Must be able to work with minimal supervision
- Computer literate

How to Apply

Applicants must submit hard copies of application letter, current Curriculum Vitae, certified photocopies of relevant academic and professional qualifications no later than 3rd December, 2021. The envelope must be marked JOB APPLICATION – DRIVER and addressed to:

**The Acting Director General
Energy Regulation Board
Plot No. 9330, Danny Pule Road
P.O. Box 37631
LUSAKA**

Submissions by email will NOT be accepted. Only short-listed candidates will be contacted.