

VACANCY

DRIVERS X2 - KASANE AND SELEBI PHIKWE

MAIN PURPOSE OF THE JOB:

Reporting to the Tourism Development Manager, the incumbent shall provide logistical and messenger services in order to enable the Organisation to carry out its activities effectively.

KEY PERFORMANCE AREAS

- Provision of driving services
- Provide efficient administrative services (banking, documents and mail management)
- Provide professional customer service
- Maintenance of Organization vehicles (safekeeping of service records)
- Provision of relief duties at the Front office

KEY ATTRIBUTES

- Compliance and cooperation
- Time Management
- Interpersonal Skills
- Communication
- Reliable and conscientious

JOB REQUIREMENTS

- O' Levels or equivalent
- Valid driver's license. Must have at least three (3) years driving experience.
- Experience with driving in off road terrain is essential
- Tourism industry experience and experience with receptionist/ front office duties would be an added advantage

Only candidates who meet the above requirements may apply to **Human Resources and Administration Manager** at:
Email to recruitment@botswanaturism.co.bw or Hand deliver to **Fairscape Precinct, Plot 70667 Fairgrounds Office Park, Building IA & IB, First Floor, Gaborone**

Closing Date: 17th July 2019

Correspondence will be limited to short listed applicants only

www.botswanaturism.co.bw