



JOB VACANCY

■ DRIVER

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The Lesotho National Development Corporation (LNDC) was established by an Act of Parliament as a parastatal. The LNDC Act No. 20 of 1967, as amended by LNDC Act No. 13 of 1990 and LNDC Act No. 7 of 2000, mandates the Corporation to: “initiate, promote and facilitate the development of manufacturing and processing industries, mining and commerce in a manner calculated to raise the level of income and employment in Lesotho. The LNDC invites applications from suitably qualified and experienced candidates for the position of **DRIVER**.

PURPOSE

To transport Lesotho National Development Corporation (LNDC) staff and visitors and to deliver documents to respective recipients. To operate the LNDC’s vehicles in accordance with policies and legislation, and in a cost- effective manner. The Position Reports to the Fleet Administrator.

KEY RESPONSIBILITIES:

1. Resource Management

- Determine resource needs within own area of responsibility.
- Request required assets and resources for the fulfilment of work duties.
- Use assets and resources optimally within own area of responsibility.

2. Stakeholder Relations

- Communicate with all relevant departments on issues of the area of specialisation.
- Communicate with internal and/or external stakeholders, where required, to achieve work objectives and to maintain relationships.

3. Driving and Safety Protocols

- Transport LNDC staff members and visitors to their respective destinations.
- Deliver and collect mail as required, to meet the communication needs of the LNDC.
- Conduct and record pre- and post-trip inspections, to enable successful trip monitoring.
- Plan driving routes ahead of time to determine the most expedient trip, adjusting routes to avoid heavy traffic or road constructions, as needed.
- Fuel vehicles as and when required.
- Maintain the cleanliness and tidiness of vehicles.
- Maintain vehicle security, by locking parked vehicles and following protocols for safekeeping of keys.
- Park vehicles in a secure/ safe place when not on LNDC's premises and keep keys secure at all times, to prevent vehicle theft, where possible.
- Maintain vigilance and awareness of risks during travel, practicing safe driving and maintaining awareness of safety of passengers and goods being transported at all times.
- Act as protocol officers for visitors, ensuring professional representation of the LNDC through responsible driving, appearance, and hospitality, including answering clients' questions about the area and local places of interest.
- Maintain awareness of, and comply with, local and foreign laws and regulations for the safe operation of motor vehicles.
- In case of accident or incident, take responsibility for the safety of passengers and vehicle, applying safety protocols and defensive driving techniques.

4. Vehicle Maintenance

- Conduct regular maintenance checks, including oil, water, battery, brakes, tyres, and any other necessary checks to prevent breakdowns.
- Change tyres when necessary and arrange for other vehicle repairs via the Administration Officer.
- Check that vehicle is equipped with necessary tools and equipment (e.g., jack, spare wheel, fire extinguisher) to address vehicle faults, where possible.
- Check that vehicle maintenance and services are conducted as per manufacturers' specifications.
- Report vehicle faults to supervisor.

5. Reporting and Administration

· Complete logbook entries for each trip, ensuring alignment with trip requisition forms. · Regularly check the in-tray for instructions to pick up and deliver letters, items, and passengers to prevent trip delays. · Report accidents and incidents involving driver's or LNDC's equipment, to support expedient insurance reports. Provide a full written report specifying the details of any incidents/ accidents that occur. · Promptly report delays due to breakdowns, weather, traffic conditions and other emergencies, and in the event of irregularities relating to pick up or delivery of items and passengers. · Facilitate immigration and customs formalities (cross-border transactions, in cases where goods are brought across the border), to prevent unnecessary delays. · Be on call outside of standard working hours.

REQUIRED SKILLS AND COMPETENCIES

Behavioural Competencies

Accountability	Adhere to deadlines and appointments. Is transparent when anticipating problems or errors. Deliver work on time and as agreed. Take responsibility for mistakes.
Achievement Orientation	Take action to achieve goals. Deliver work on time and within appropriate quality, follows through on agreed commitments. View new work experiences as an opportunity for growth, recognises and acts upon current opportunities. React immediately to overcome setbacks or/and obstacles in order to meet goals.
Analytical Thinking	Break problems down into simple lists of tasks or activities, without assigning values. Make a list of items with no particular order or set of priorities

Effective Communication

Present appropriate information in a clear and concise manner, both written and oral. Check own understanding and that of others. Adjust communication style to the situation or person. Facilitate discussions with colleagues/others to achieve a common objective, contribute to divisional/ departmental/ team meetings and group discussion. Prepare and/or organise factual and concise written information for meetings, reports and presentation, ensuring correct grammar and styled in the appropriate level of formality. Communicate information in a friendly and approachable style. Maintain accurate and up-to-date information. Influence within the scope of the role, using a range of methods to influence others; e.g., explain benefits and give background information.

Integrity

Act consistent with basic values of openness and honesty. Express what they think even when the message may not be especially welcome. Share information or comments about the work when it would be easier to refrain from being open about the situation.

Technical Competencies

Stakeholder Management

Build relationships and networks with relevant external peers e.g. other regulators, relevant stakeholders or professional bodies. Maintain a positive approach with external peers in order to influence, persuade and negotiate effectively as required by your project(s). Develop and maintain an understanding of different approaches to stakeholder management and be able to make an informed recommendation about which approach to use to maximum effect. Develop awareness of what's going in the wider organisation than own project(s) and use this to identify opportunities to collaborate effectively.

Detail Orientation

Identify main concepts and ideas when reading simple, straightforward documents. Reviews own work for accuracy and completeness. Spot inconsistencies or discrepancies that indicate problem with quality of work. Verify assumptions and information before accepting the solutions, considering applicable precedents.



<p>Planning and Organising</p>	<p>Plan his or her daily work effectively; area; needs more application experience or practice if the required planning is more extensive. Independently plans and organises own routine work</p>
<p>Time Management</p>	<p>Complete one activity before moving to the next. Uses own time effectively and efficiently. Review daily schedule to revise, add and/or eliminate activities</p>
<p>Verbal Communication</p>	<p>Able to explain simple procedures or instructions to others, in a clear way. Use limited range of words to meet simple spoken needs.</p>

Written Communication

Write clear, concise and simple work-related documents. Express simple ideas clearly in writing. Understand enough to independently handle most tasks in this area most of the time but is supplied with direction for work objectives

Qualifications & Experience

- O-level / Lesotho General Certificate of Secondary Education (LGCSE) qualification
- 5 years' driving experience
- Must possess defensive driving skills
- Knowledge of the driving rules and regulations inside and outside Lesotho

TERM OF CONTRACT

All positions are Permanent and Pensionable

HOW TO APPLY:

Interested, suitably qualified and experienced candidates should email their applications accompanied by educational certificates and transcripts in **PDF FORMAT ONLY** to recruitment@lndc.org.ls. **Job title** must be used as email subject. Closing date is **30TH April 2025 at 17:00**.

To apply, candidates **MUST** download and fill an application form accessible on the Corporation's website: www.lndc.org.ls Detailed advert is also available on the website.

Disclaimer: Only applicants who have used the LNDC application form and used the appropriate email subject will be considered. Only shortlisted applicants will be responded to.