



HIV/AIDS RESPONSE

DRIVER
Fixed-term contract
Grade 12

The Organisation

Our client is a donor-funded organisation and partner in development in Namibia, working closely with the Ministry of Health and Social Services (MoHSS) Directorate Pharmaceutical Services, deploying staff at hospitals and health facilities across the country as part of a coordinated effort with the MoHSS. Their goal is to increase the human capacity needed to provide HIV/AIDS clinical care in countries and regions that are most significantly impacted by the AIDS epidemic. Further to this, our client seeks to support and assist such countries and regions in their development of locally determined health care worker systems to become optimally resourced, highly responsive, and self-sustaining.

The Region

Erongo Region | Omaruru District Hospital

The Position

Key Responsibilities will Include:

1. Transportation:

- Provides safe and reliable transportation for Directorate personnel locally and throughout the country, as instructed by the reporting line.
- Performs messenger duties in a safe and responsible manner by collecting and delivering documents, equipment as instructed by the reporting line.

2. Maintenance:

- Ensures that the vehicle is serviced as per the respective vehicle service schedule (in accordance with manufacturers requirements).
- Ensures that the vehicle is clean and presentable before and after each trip.
- Checks the condition of the tyres including tyre pressure, before each trip.
- Checks and monitors the vehicle's oil and water levels regularly.
- Reports any mechanical or ancillary faults promptly to the immediate supervisor upon detection.
- Maintains the overall condition of the vehicle

3. Administration:

- Maintains proper transport logs and records of daily trips.
- Ensures that vehicle keys, petrol cards, logbooks, and where relevant receipts are handed in for safekeeping, before going off duty.
- Submits transport-related information and assists with the compilation of transport activity reports.

4. General:

- Carries out any other lawful and reasonable duties as instructed by the reporting line.

The Person

Minimum requirements:

- A Grade (12) certificate.
- Ability to read, communicate and write effectively in English and at least one local language.
- Valid Code B Driver's License.
- Valid Public Driving Permit (PDP)

Desired Skills and Qualifications

- A short course qualification in vehicle maintenance.

Interested?

This is a **fixed-term contract** position, and our client offers an attractive package.

The closing date for applications is **05 August 2026 at 19h00**.

Follow the application instructions on the Potentia website www.potentia.com.na and upload a copy of your CV and qualifications.

All applications must be accompanied by a comprehensive curriculum vitae, certified copies of educational qualifications and other supporting documents. All foreign qualifications must be evaluated by the Namibia Qualification Authority (NQA).

Only electronic applications and CVs submitted via the Potentia website will be accepted. All suitably qualified Namibians are encouraged to apply. Please consider your application unsuccessful if you are not contacted within 2 weeks of the closing date. Please note that our partner reserves the right to only employ individuals who fall within their retirement age guidelines and policies. Our client also reserves the right not to make any employment offer or appointment.