



Vacancy Announcement

STAFF VACANCY ADVERTISEMENT: DRIVER

The Lilongwe University of Agriculture and Natural Resources (LUANAR) invite applications from suitably qualified and experienced, and motivated individuals to fill the position of Driver.

Role Summary

The Driver will be responsible for providing reliable and safe driving services to LUANAR staff, students, and visitors, ensuring the proper use and maintenance of University vehicles, and supporting logistical operations as required.

Specific Duties and Responsibilities

- Safely drive university vehicles to assigned destinations, including academic field trips and research-related travel.
- Transport students and staff to and from various locations for academic and administrative purposes.
- Maintain accurate and up-to-date vehicle logbooks for all trips and fuel usage.
- Conduct routine checks on vehicles to ensure they are in good working condition.
- Ensure the cleanliness of assigned vehicles at all times.
- Observe all road traffic laws and LUANAR transport policies.
- Promptly report any mechanical faults, accidents, or incidents.
- Provide logistical support during official university events and activities.
- Promptly report any accidents, mechanical faults, or incidents immediately to the relevant authorities.
- Perform basic vehicle maintenance such as checking oil, water, and tire pressure.

Required Qualifications, Experience, Attributes

- A Malawi School Certificate of Education (MSCE).
- A valid Class C1 (PG) driving licence
- Valid Defensive Driving Certificate from a recognized institution.
- Candidates with a Certificate in Motor Vehicle Mechanics will have an added advantage.
- At least three (3) years of professional experience in a reputable organization.
- Good understanding of vehicle maintenance and safety regulations.
- High level of integrity, responsibility, and professionalism.
- Ability to work flexible hours, including weekends, holidays, and long-distance trips.

Terms and Conditions of Engagement

All the successful candidates will be engaged on an initial 2-year contract before they can be considered for permanent appointment based on satisfactory performance. Remuneration will be in line with LUANAR Staff Regulations and Conditions of Service (2023) applicable to staff on fixed-term contract.

Mode of Application

Hard copy application package should include an up-to-date Curriculum Vitae (CV), names and contact details of three traceable referees one of which should be of a current employer where applicable plus copies of certified academic and professional qualifications. The title of the position must be indicated on the envelope and sent to:

**The University Registrar
Lilongwe University of Agriculture and Natural Resources(LUANAR)
P.O. Box 219
LILONGWE**

All applications should reach the UNIVERSITY no later than **Friday, 18th April, 2025**. Only shortlisted candidates will be acknowledged.

LUANAR is an equal-opportunity employer and strongly encourages applications from qualified candidates from diverse backgrounds. Only shortlisted candidates will be contacted for interviews