



## MALAWI JUDICIARY

# VACANCY

### **JUD Vac.1/22**

Applications are invited from suitably qualified Malawians for the vacant posts existing in the Judiciary as below:

Post: Driver.

Grade: N / CS12.

Location: All districts in Malawi.

Age: 25-45

Qualification: Applicants must be in possession of Malawi School Certificate of Education (MSCE) and valid Driver's Licence with a clean driving record.

Duties:

1. Driving officer(s) and products/materials to and from places as instructed by the Supervisor and Managers;
2. Maintaining log book at all times and account for fuel;
3. Assisting in loading and offloading staff luggage and office equipment/materials into/out of the vehicle;
4. Carrying out routine checks on vehicles and report to Transport Officer and/Administrator any fault and validity of Certificate Of Fitness (COF) and Insurance;
5. Keeping interior and external of the vehicle clean and properly maintained;

6. Reporting accidents, vehicle damage or injuries to Transport Officer/Management;
7. Discharging assignments in a professional and confidential manner at all times.

*Applicants should submit their applications **together with copies of their National ID, Driver's Licence, MSCE and Curriculum Vitae** to:*

The Registrar

Supreme Court of Appeal and High Court of Malawi

P.O. Box 30244

Chichiri

**BLANTYRE 3.**

To reach him **not later than 3<sup>rd</sup> November, 2022.**

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