



POSITION DESCRIPTION

POSITION TITLE : Driver/K4059
DEPARTMENT : KOJI/CEO's Office/HRD/S&D/FINANCE
CLASSIFICATION APPROVED BY : HRD

REPORTING RELATIONSHIPS

POSITION REPORTS TO :
POSITIONS SUPERVISED : Nil

POSITION PURPOSE

To facilitate transportation of KOJ owned staff & assets from one destination to other within the country.

ESSENTIAL FUNCTIONS AND BASIC DUTIES

- Ensure the safe and timely collection and delivery of important assets and individuals between specified locations.
- Coordinate with managers to ensure effective schedules are maintained.
- Ensure the proper cleaning and maintenance of vehicle at all times.
- Ensure the periodical maintenance of vehicle for uninterrupted transportation at all times.

PERSONAL CHARACTERISTICS:

- Cooperative
- Trustworthy
- Punctual
- Presentable

PERFORMANCE MEASUREMENTS

- On time deliveries to the stores or any destination
- Zero tolerance on vehicle breakdown
- Clean vehicle daily
- Zero tolerance on compliance with traffic rules and regulations
- Zero tolerance on stock loss from the vehicle

QUALIFICATIONS\REQUIREMENTS:

- Secondary Education or above
- Valid vehicle licenses
- Minimum 2 years relevant driving experience.
- Able to speak and write English, Arabic is added advantage.
- Familiar with all Major cities in operating country (UAE /KSA)



COMPETENCY REQUIREMENTS

The following are the key competencies that will be required to complete this job effectively. Along side each competency is the Level at which it is expected to be demonstrated

(Refer to KOJ Competency Dictionary for a detailed breakdown of your competency requirements)

- Customer Focus - 1
- Integrity & Trust - 1
- Priority Setting & Time Management - 1
- Job Knowledge - 1
- Valuing Diversity - 1
- Interpersonal skills - 1

Department Head:

Employee: