



SOS-HERMANN GMEINER INTERNATIONAL COLLEGE - TEMA

JOB TITLE – DRIVER

A. ROLE OVERVIEW

The Driver plays a key role in supporting the smooth operations of the College by ensuring the safe and reliable transportation of staff, students, and visitors, as well as the timely dispatch and delivery of official documents and materials. The role requires professionalism, punctuality, and a strong commitment to safety and safeguarding standards.

B. DUTIES & RESPONSIBILITIES

1. Driving the Principal, staff, and students as required.
2. Maintaining accurate driver logs and completing pre-trip inspections to ensure vehicles are safe and in good working condition.
3. Undertaking daily dispatch and delivery of official correspondence and parcels as directed.
4. Reporting maintenance needs promptly.
5. Collecting letters and packages from the post office and other designated locations.
6. Keeping assigned vehicles clean, fueled, and in roadworthy condition at all times.
7. Recording official trips, mileage, fuel consumption, oil changes, and servicing schedules consistently.
8. Reporting all accidents, incidents, and damages involving vehicles in a timely manner.
9. Ensuring compliance with all traffic regulations, school policies, and safety standards at all times.
10. Performing any other related duties that may be assigned to support the smooth running of the College.

C. COMPETENCIES

1. Minimum qualification of SSSCE / WASSCE or equivalent.
2. A valid driver's license, preferably license D or F.
3. Minimum of 2 years' proven driving experience in a professional or institutional setting.
4. Knowledge of road safety regulations, and traffic laws within Ghana.
5. Knowledge of basic vehicle maintenance and servicing requirements.
6. Ability to act with integrity, honesty, and accountability in handling College vehicles and property.
7. Ability to use sound judgment and make quick, responsible decisions in unexpected situations.
8. Ability to communicate clearly and professionally with staff, students, visitors, and external stakeholders.
9. Ability to demonstrate a strong commitment to safeguarding and ensuring the welfare of students and staff during all transport duties.

DIRECT REPORT

The Driver is line managed by the Chief Driver.

HOW TO APPLY

Please submit an application letter and a recent CV to applications@soshgic.edu.gh.

The subject should be titled, **Driver**.