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**COLLEGE OF MEDICINE**

**VACANCY ANNOUNCEMENT**

**PROGRAM DRIVER (4 POSTS)**

The Newborn Essential Solutions and Technologies (NEST) program at College of Medicine aims to implement comprehensive newborn care through innovative lifesaving technologies, the provision of both technical and clinical capacity-building, implementation of clinical and technical educational programs and the building of a sustainable distribution network.

The program driver will be responsible for driving project staff for all program-related activities including field visits, meetings, airport pick-ups and drop offs, and other duties as required by the program. The successful candidate will be offered a one-year contract, renewable subject to satisfactory performance.

**Duties and Responsibilities**

1. Drive the company’s vehicle at a safe speed, in a safe manner, free from the influence of alcohol or drugs
2. Transport program staff, equipment and supplies to and from project sites and other locations as needed by the program
3. Ensure that project vehicles are kept in good working condition and clean and maintained regularly.
4. Manage service, maintenance and activity logs for all vehicles.
5. Ensure that all vehicle-related documents, including insurance renewals and certificates of fitness are up to date at all times.
6. Perform other duties as needed by the program
7. The project driver reports directly to the Administrative Officer.

**To successfully secure this opportunity, you must:**

1. Have at least 2 years driving experience in a reputable organization
2. Have a valid driver’s licence
3. Be familiar with the geographic layout of Malawi
4. Be reliable, punctual and self-motivated
5. Have a great attitude and strong work ethic
6. Ability to travel extensively across Malawi

Suitably qualified candidates should forward their applications together with copies of relevant certificates, detailed CVs and names of three traceable referees to:

The Registrar,

College of Medicine,

P/Bag 360,

Chichiri

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Indicate the name of the research project as **NEST Study** on the envelope for hard copy applications and indicate the same in the subject line of your email for electronic submissions. Electronic submissions should be sent to the following e-mail address:

hr@medcol.mw

Applications should reach the Registrar not later than 30th **September, 2020**. Only short-listed candidates will be acknowledged.