



Date: 2nd January 2019

October 2018

The National Telecommunications Commission (NATCOM), the body authorized by the Telecommunications Act 2006 to regulate and license telecommunications operators and to amongst others provide universal access to basic telecommunication services. To assist with the effective discharge of its functions under the Act, the Commission seeks to engage the services of suitably qualified personnel to serve in either of the following positions:

1. Three (3) Drivers

Reporting Line: To the Senior Driver

Main Duties:

- a) Collect assigned personnel to work and convey him/her home after work
- b) Ensure that the assigned vehicle is always clean and in good working conditions
- c) Report all faults to the senior Driver.

Qualifications

- a) Must be literate in English Language
- b) Must possess a valid Driver's licence
- c) Minimum of five (5) years' working experience; working as driver with a reputable firm or company

Competencies/Skills

- Must be flexible and respectful to colleagues and superior
- Must command good office ethics
- Excellent organizational and time management skills
- Good driving record with no traffic violation
- Ability to work under pressure and deliver on time

2. **Cleaner/General Services Assistant**

a. **Reporting Line: To the Senior Human Resource Officer**

b. **Job Purpose and Key Responsibilities**

- Responsible for the entire/general cleaning of the Commission's Designated Department/Unit
- Assist the Secretary in conveying internal correspondences/memo
- Complement the functions and services of other utility personnel
- Perform any other duties as may be assigned by immediate superior

c. **Competencies**

- Must be literate
- Must command good office ethics
- Basic Technical knowledge in estates maintenance would be of added advantage

Applications must be accompanied by the applicant's curriculum vitae including the names of three referees, and photo copy of all relevant documents.

Applications must be addressed and/or sent to the **Director** of Administration and Human Resource Department, NATCOM, not later than Tuesday the 15th of January 2019. Female staff are highly encouraged to apply.