



INTERNAL ADVERTISEMENT

HICC DRIVER

Introduction

Applications are invited from suitably qualified personnel to fill in the position of **Driver**. The successful candidate will be based in the Food and Beverage department at Harare International Convention Centre (HICC) in Harare. The position reports to the Outside Catering Manager.

Requirements and Responsibilities for the Driver Include:

- ❖ Transporting outside catering equipment, food, beverages, and related materials to and from event venues.
- ❖ Transporting conference and operational staff to various event locations as required.
- ❖ Ensuring timely collection and delivery of all catering and conferencing items in line with event schedules.
- ❖ Assisting with the loading and offloading of catering equipment, furniture, and supplies.
- ❖ Conducting pre-trip and post-trip vehicle inspections and reporting any defects.
- ❖ Responsible for the cleanliness, maintenance, and safe custody of designated vehicles.
- ❖ Maintaining accurate vehicle logbooks and fuel consumption records.
- ❖ Ensuring compliance with all road traffic regulations and company transport policies.
- ❖ Supporting event setup and breakdown activities when required.
- ❖ Carrying out routine vehicle checks and advising management when maintenance is required.
- ❖ Ensuring the safe transportation and security of company assets while in transit.
- ❖ Any other duties as assigned by the Outside Catering Manager.

Job Specifications

- ❖ At least 5 'O' Levels.
- ❖ A valid and clean Class 2 Driver's License.
- ❖ A valid Defensive Driving Certificate.
- ❖ At least 2+ years' experience in a similar position.
- ❖ Experience in hospitality, catering, logistics, or event operations will be an added advantage.
- ❖ Good communication and interpersonal skills.
- ❖ Excellent time management and organizational skills.
- ❖ Ability to work flexible hours
- ❖ Ability to work under minimum supervision.
- ❖ Dependable, well-groomed, and a team player.
- ❖ High level of integrity and commitment to customer service.

All applications, accompanied by a detailed CV, should be submitted online by not later than 14 June 2026 using the following link:

<https://rtgafrica.com/careers/jobs/driver/>