

External Advertisement

Released By	LSHO - HR	Job Title & Department	Driver, Pavers project
Date of Release	14 March 2019	Last Date of Receipt of Applications	24 March 2019
Reporting To	Finance & Admin Executive	No. of Positions	01
Location	Vijayawada, Andhra Pradesh	REF/NO.	D- 83

Driver

LEPRA Society is a pan-India health and development organization working to restore health, hope and dignity to people affected by leprosy and other diseases linked to poverty, discrimination and disability. LEPRA endeavors to diagnose, facilitate treatment to those affected and help them to rehabilitate into the mainstream of the society. LEPRA works in collaboration with the Government and funding agencies to reach-out to the most inaccessible villages of Andhra Pradesh, Telangana, Assam, Bihar, Chhattisgarh, Odisha and Madhya Pradesh states

LEPRA Society is launching a “Mobile Footwear Unit “in partnership with Pavers in the state of Andhra Pradesh. The objective of this project is to provide footwear services to people with leprosy and Lymphatic Filariasis disabilities and also train them on self-care practices. LEPRA Society is looking for suitable candidate for the position of Driver with excellent driving skills and possess thorough knowledge of road safety.

S/he shall

- Ensure safe driving of vehicle.
- Adhere to the traffic rules & safety measures and comply with administrative guidelines
- Ensure regular inspection of vehicle as per check list, before commencing the drive
- Appropriate maintenance and cleaning of vehicle.
- Report to line manager immediately in case of major/minor repairs and ensure to attend to them immediately.
- Maintain mileage log book and submit periodical reports.
- Ensure safe keeping of vehicle documents and timely follow-up for renewals of documents namely; insurance, license, and registrations of vehicle.
- Attend to all outside sundry duties and field activities as and when required.

Eligibility Criteria:

Qualification

- Tenth standard with at least 3 years’ experience of driving in an organization
- Valid license with Badge Number.

Skills

- Should possess excellent driving skills
- Basic knowledge of vehicle maintenance;
- Should have through knowledge of road safety.
- Able to read and write (preferably local language)
- Should be open to travel at least 20 days in a month

Gross Salary: 14,000 per month

If you have the skills and necessary experience and are interested in this role, please email your application along with detailed resume in the specified format downloaded from www.leprasociety.org (carriers column) to hrd@leprahealthinaction.in specifying the **REF.NO** in the subject line or by post/courier specifying the **REF.NO** & post applied for on the cover of the application to: **Head - Finance & Operations**, LEPRA Society, Plot No.17, Krishnapuri Colony, West Marredpally, Secunderabad - 500 026, Telangana.

**“Preference will be given to persons affected by leprosy or LF
having the required qualifications and experience”**



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