

## **Job Description**

**Job Title: Driver/Office Assistant**

**Reports to: Director**

**Ministry: Ministry of Tourism, Industry and Commerce**

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### **Background:**

The Competition and Consumer Affairs Commission (CCAC) is an agency under the Ministry of Tourism, Industry and Commerce. The CCAC is responsible for administering and enforcing the provisions of the *Competition and Fair Trading Act Cap. 90:07* (CFTA) and the *Consumer Affairs Act No. 13 of 2011* (CAA). The main objective of the CCAC is to ensure that consumer affairs and free and fair competition are evident in production, trade and commerce in Guyana.

### **Details of the Post:**

The Driver/Office Assistant is responsible for transporting staff, materials and equipment and assisting staff in the office.

### **List of duties:**

- Delivers all out-going mails and packages; including mails to Commissioners, public offices, suppliers and complainants.
- Uplifts mails or documents as required.
- Drives one or more motor vehicles in a careful and courteous manner.
- Transports officers, materials and equipment.
- Cares, maintains and ensure timely servicing of vehicle.
- Ensures all necessary documents for the vehicle are up to date such as fitness, insurance etc.
- Records details of journeys undertaken in log book.
- Keeps an inventory of tools and accessories.
- Picks up, unpack and sorts stationery and stocks purchased for the Commission.
- Assists in the setting up of booths etc. for expositions or any other events the Commission may have.

- Undertake any other activities that may be assigned by the Director.

**Qualifications and experience:**

- Ability to communicate effectively.
- At least five (5) years of experience.
- Sound knowledge of road safety regulation.
- Valid driver's license for car/van.
- Ability to work flexible hours.
- Valid police clearance.
- Ability to conduct routine office tasks.

**Duration of employment:**

The Driver/Office Assistant shall be appointed for a period of 1 year. Thereafter, the CCAC may, by mutual agreement, extend the contract of the Economist as it sees fit.

**Remuneration:**

The Driver/Office Assistant shall be paid a remuneration commensurate with qualifications and experience. The Driver/Office Assistant may be entitled to a 22.5% gratuity calculated on half yearly basis, an annual vacation allowance equivalent to one month's basic salary and 20 working days annual leave. The option is also available to sign up for a 30% contributory Group Health and Life Insurance.