ERIS PROPERTIES MW LIMITED
A member of NICO Group of Companies

# VACANCIES

## DRIVER / MESSENGER

ONE NICO

ERIS PROPERTIES MALAWI LTD, A Member of the Nico Group is seeking a responsible, reliable, and service-oriented Driver / Messenger to join our team in Blantyre. The successful candidate will provide safe and efficient transportation services, support document delivery and collection, assist with vehicle management, and provide facilities support to ensure smooth daily operations.

### Key Responsibilities:

The incumbent's key responsibilities shall, amongst others, include:

- Transport staff, visitors, and stakeholders safely and efficiently.
- Conduct official deliveries, collections, and business errands.
- Facilitate airport, hotel, and stakeholder transportation.
- Maintain vehicle logbooks, mileage records, and service schedules.
- Monitor insurance, fitness certificates, and vehicle maintenance requirements.
- Conduct daily vehicle inspections and ensure vehicle cleanliness.
- Report vehicle faults, accidents, and incidents promptly.
- Support facilities operations and emergency response activities.
- Assist with tea station management and meeting room preparations.
- Support administrative and operational duties as assigned.

### Qualifications and Experience

- Malawi School Certificate of Education (MSCE).
- Valid Class BE Driver's Licence with a clean driving record.
- Defensive Driving Certificate.
- Minimum of two (2) years' driving and messenger experience in a reputable organization.
- Additional qualifications in Business Management, Mechanics (City & Guilds), or related fields will be an added advantage.

### Skills and Competencies

- Excellent communication and interpersonal skills.
- Strong organizational and time management abilities.
- Integrity, confidentiality, and professionalism.
- Dependable and reliable with a strong service orientation.
- Basic vehicle maintenance knowledge.
- Technical troubleshooting and problem-solving skills.
- Ability to work with minimal supervision.

### How To Apply:

Interested candidates, who meet the above requirements, should send their Curriculum Vitae with three traceable referees and a covering letter through email only:

**The Chief Executive Officer**
**ERIS properties Malawi Ltd**
**BLANTYRE**

E-mail: **recruitment@eris.co.mw**
The Closing date for receiving applications is on **Friday, 6th November 2026.**