



VACANCY ANNOUNCEMENT

The University of Media, Arts and Communication (UniMAC) is inviting applications from suitably qualified individuals for the position of **Driver**.

Location: South Legon Campus, Dzorwulu - Accra

Employment Type: Contract

Key Responsibilities:

- Provide safe and timely transportation for university staff, students, and visitors.
- Ensure the assigned vehicle is clean, well-maintained, and regularly serviced.
- Conduct routine vehicle checks and report faults to the Transport Officer.
- Maintain accurate records of vehicle usage, mileage, and fuel consumption.
- Adherent to all traffic regulations and university transport policies.

Qualification, Experience and Qualities:

- Minimum of BECE Certificate.
- A valid Ghanaian Driver's License F with an accident-free record for 5 years.
- At least three (3) years of relevant driving experience.
- Good knowledge of road safety regulations.
- Ability to read and write in English.
- Punctual, reliable, and professional in conduct.

Age Limit

Not less than 25 years old and must be medically certified to be fit to drive.

Mode of Application:

Interested applicants should submit the following:

- A signed application letter addressed to **The Ag. Registrar, University of Media, Arts and Communication, Accra**
- A current CV with contact details of two referees.
- Copies of academic and professional certificates.
- Copy of a valid Driver's License.
- Any other relevant supporting documents.

Applications should be submitted by **Friday, 13th June, 2025** to:

**The Ag. Registrar
University of Media, Arts and Communication
P.O. Box GP 667,
Accra.**

Applications can also be submitted electronically to the following email address:
registrar@gjj.edu.gh

Only shortlisted candidates will be contacted.

**HR DIRECTORATE
29th May, 2025**