

JOB DESCRIPTION

Job Title:	Driver
Reporting Relationship:	Line Manager - Facility Department
Location:	Global Studies University, Sharjah, United Arab Emirates
Expected Starting Date:	For immediate hire
Job Status:	Full time
Application Deadline:	The position is open, until filled

About Us

Located in Sharjah, United Arab Emirates, and following the successful launch of The Africa Institute in 2018, Global Studies University was established in 2023 as a non-profit institution for higher education by His Highness Sheikh Dr. Sultan bin Muhammad Al-Qasimi, Member of the Supreme Council and Ruler of Sharjah. Visit our website to learn more, gsu.ac.ae.

About the Position

The Driver is responsible for providing safe, reliable, and timely transportation services for students and staff, including transportation to off-campus conferences, meetings, and official university events. The role also includes supporting basic operational tasks within the university during non-driving hours.

Key Responsibilities

- Safely transport students between accommodation and the university according to assigned schedules
- Provide transportation support for university staff when required for official duties
- Ensure punctual pick-up and drop-off times while following approved routes
- Maintain cleanliness and good condition of the assigned vehicle at all times
- Conduct daily vehicle checks (fuel, tires, lights, brakes) and report any issues immediately.
- Ensure compliance with traffic laws, university policies, and safety regulations
- Assist with basic administrative or operational tasks during free time, such as document delivery or simple errands



- Support logistics activities within the university when requested (e.g., moving light items or assisting departments)
- Maintain confidentiality and professionalism when dealing with students, staff, and university matters.
- Keep accurate records of trips, mileage, and fuel consumption if required
- Report any incidents, accidents, or delays promptly to the line manager
- Perform any other related duties as assigned by management

Qualifications and Requirements

- Valid UAE driving license
- Proven experience as a driver, preferably in an educational or institutional environment.
- Good knowledge of local roads and traffic regulations
- Ability to communicate politely and professionally with students and staff.
- Basic understanding of vehicle maintenance.
- Physically fit and able to perform light duties when required.
- Flexible and willing to support other tasks as assigned.
- Proficiency in English and Arabic

Working Conditions

- Working hours may vary based on student and staff transportation needs
- May require occasional overtime or weekend work
- Must adhere to university policies and code of conduct

How to Apply

If you are interested, please submit your CV and Cover Letter via email to careers@gsu.ac.ae. Kindly include the position you are applying for in the subject line.

