

**CARE INTERNATIONAL IN KENYA  
JOB DESCRIPTION**

EMPLOYEE NAME:

ISOC-08 OCCUPATIONAL CLASSIFICATION:

Group #:		
Subgroup#:		
Job group#:		

**JOB TITLE:** Driver

**DEPARTMENT/PROJECT:** Economic Empowerment Pilar/Graduation (FSD)

**SUPERVISOR:** Project Manager

**LOCATION/DUTY STATION:** Laisamis

**DATE OF EMPLOYMENT:**

**GRADE:** C

**JOB SUMMARY & PURPOSE:**

Under the supervision of the Project Manager, the project driver will be responsible for running official Field office errands; ensure safety of passengers on board and checking validity of vehicle insurance and other documentation. He will also be responsible for taking care of the assigned vehicle(s) in all aspects including monitoring of the security situations in the area of operation.

**Tasks and responsibilities**

**R 1:** Perform driving duties for Care Kenya under the Graduation Project in accordance with CARE Kenya policies

**Task 1.1** Perform pre – journey, journey and post journey vehicle checks namely: vehicle tire pressure, vehicle fluids (Brake, clutch, engine oil, windshield water, battery water, etc), checking for signs of leakage in the engine, differential, gear box etc and checking the general condition of the vehicle.

**Task 1.2** Ensure timely transportation of the staff and property to the required destination while ensuring safety of the passengers by requesting them to belt-up before proceeding for a Journey, property and the vehicle according to the CARE Kenya policy

**Task 1.3** Perform all driving duties for the project as assigned by the supervisor or delegated authority

**R 2: Project vehicle documentation**

**Task 2.1** Ensuring that the road license and insurance policy of the vehicle (s) assigned to him/her are valid

**Task 2.2** Safeguard, maintain and update other project vehicle related documentation including vehicle log (indicating date, description of journey, correct odometer reading at start and end of journey, time (am or pm) and ensuring that all entries are correct and accurate according to the CARE Kenya policy

**Task 2.3** Prepare purchase requisition for vehicle service and necessary vehicle maintenance requirements when due

**R3: Resource and Asset Management**

**Task 3.1** Ensure strict adherence to the CARE Kenya policy on resources and asset management

**Task 3.2** Handle CARE Kenya staff, guests and partners with courtesy

**Task 3.3** Handle the vehicle and materials assigned to him/her with care

**Task 3.4** Perform minor routine vehicle maintenance service and advice the Driver Mechanic on general service and maintenance/ repair of the vehicle parts as necessary

**Task 3.5** Report vehicle condition to the supervisor after a short and long journey

**R4: Other Projects and Administrative Support**

**Task 4.1** Providing cover for colleagues on leave and working at the field office/other Care Kenya office when called upon to assist.

**Task 4.2** Carry out any other official duties as assigned by the supervisor

**AUTHORITY:**

1. Spending Authority: Non
2. Supervision: non
3. Decision Making: Minimal decision making.

**CONTACTS/KEY RELATIONSHIPS (internal & external):**

**Internal:** The position will have key contacts with the country and field office

**External:** The position will have contact with the project visitors and partners.

**WORKING CONDITIONS:**

The positions will be based in the Laisamis Field office with travels to project sites.

**QUALIFICATIONS:**

1. **Education:** At least "O" level certificate, with a minimum pass of DIV III, or Grade C- (Minus) in Kenya Certificate of Secondary Education (KCSE).
2. **Experience:** At least 3 years continuous driving experience
3. **Certificate:** Valid Certificate of Good Conduct and a clean, valid Kenyan driving license (Classes B, C, E) with knowledge of Kenyan road rules and the Highway Code

**COMPETENCIES:**

- a. Must have good interpersonal and communication skills
- b. Knowledge and skills in minor motor vehicle mechanics
- c. Good knowledge of Marsabit county, locations of government/county offices and main roads to other parts of the country
- d. Physically fit with excellent eyesight
- e. Good driver customer service protocols and proactive organizational skills
- f. Proficiency in defensive driving, safety and security and first Aid training

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_