

JOB DESCRIPTION AND PERSON SPECIFICATION

JOB TITLE: Driver (3 Positions)

REPORTS TO: Deputy Programme Manager

REPORTING TO POSTHOLDER: None

LOCATION: Kisumu/ Kilifi

DURATION & HOURS: Fixed term & full-time, renewable based on performance and availability of funds.

PURPOSE OF THE ROLE

To facilitate Farm Africa staff with their transportation requirements for meetings, workshops, field visits and running project errands.

KEY TASKS AND RESPONSIBILITIES

1. To transport Farm Africa staff on official duties safely and responsibly

- ✘ To drive staff and carry out errands within the project designated operation Counties according to the daily and weekly work schedules developed by the project coordinator and the project team.
- ✘ To drive staff within Kenya and within the East African region as requested by the Programme Manager.
- ✘ Facilitate airport pick-ups and drop-offs for official staff and visitors.
- ✘ Prepare for field visits and identify the specific locations before the travel.
- ✘ Adhere to the Traffic Act and Highway Code in Kenya and any other relevant laws.
- ✘ To ensure the assigned vehicle is safe and has all the required documents and supplies including: vehicle insurance, first aid kit, adequately equipped toolbox, spare wheel, towing rope, life saver etc.

2. To be responsible for the management of the assigned Farm Africa vehicle

- ✘ To complete the vehicle logbook for all journeys and clearly label private mileage as such.
- ✘ To complete a weekly vehicle, check sheet and report any defects timely to the project coordinator.
- ✘ Responsible for the day-to-day maintenance of the assigned vehicle, check oil, water, battery, brakes, tyres and car washing.
- ✘ To coordinate and consult with the line Manager for conducting or overseeing minor day-to-day repairs required in case of arising need in the field.
- ✘ To obtain quotes for any purchases or repairs according to the procurement rules of Farm Africa.
- ✘ To ensure that the vehicle is serviced as per the manufacturer's recommendations.
- ✘ To ensure the fuel card top up maintained at the prescribed levels.
- ✘ To request adequate contingency funds for fuel and other vehicle expenses before a long journey.

3. To assist in logistics

- ✘ Facilitate postage of parcels and undertake other errands as required.
- ✘ Facilitate banking and payments of cheques as requested.

- ✘ Assist in procurement tasks in line with the procurement policies of Farm Africa and in consultation with the Project Admin/accountant and Project coordinator.
- ✘ Assist in preparation and setting up for workshops, meetings and any other project activity

4. To play an active role as a member of the Farm Africa Kenya team

- ✘ To communicate with respect in line with the Farm Africa code of conduct.
- ✘ To participate in staff meetings for the project and the whole Farm Africa team.
- ✘ Assist with reception cover if requested.
- ✘ Any other duties as requested by your line manager.

PERSON SPECIFICATION	
Essential	Desirable
Education, qualifications & other knowledge	
KCSE certificate	Certificate or diploma course
Certificate of good conduct	
Clean driving licence	
Minimum 3 years off road driving experience including 4WD	Previous NGO work experience
Vehicle maintenance and management	
Skills & abilities	
Communication, both verbal and written	Adaptability
Excellent knowledge traffic laws, safety and security protocols for drivers	Team building
Knowledge of driving rules and regulations and skills in minor vehicle repair.	Motivation

Our Values

Investing in smallholder farming is the number one way to combat poverty in rural Africa. Farm Africa is a leading NGO specialising in growing agriculture, protecting the environment and developing businesses in rural Africa.

EXPERT. Deep expertise and insightful evidence-based solutions are at the heart of everything Farm Africa does.

GROUNDLED. Positive change starts with Africa's people, so our experts work closely with local communities, engaging them in every level of decision-making.

IMPACTFUL. We take a long-term view so we can deliver lasting changes for farmers and their families.

BOLD. We model innovative new approaches and are not afraid to challenge strategies that are failing.

HOW TO APPLY:

If interested in this role, please apply via this link <https://www.brightermonday.co.ke/listings/driver-kisumu-kilifi-d7edg0>, so as to be received by **Thursday 18th January 2024.**

Only short listed candidates will be contacted.

Farm Africa is an equal opportunity employer and promotes gender equity. Canvassing will lead to automatic disqualification. Farm Africa does not charge a fee at any stage of the recruitment process. (E.g. Application, interview, meeting, processing, training or any other fees).