



## JOB DESCRIPTION AND PERSON SPECIFICATION

**JOB TITLE:** Driver

**REPORTS TO:** Programme Manager

**REPORTING TO POSTHOLDER:** None

**LOCATION:** Nanyuki

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

### PURPOSE OF THE ROLE

The purpose of the role is to support Sustainable Agricultural Value Chain Enterprises in Central Kenya (SAVES) in facilitating Farm Africa staff with their transportation requirements for meetings, workshops, field visits and running project errands.

### KEY TASKS & 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 Senior Project Officer.
- 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	
KCSE certificate	Certificate or diploma course
Certificate of good conduct	Previous NGO work experience
Clean driving licence	
Experience	
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:** Expertise and insightful evidence-based solutions are at the heart of everything Farm Africa does.
- **GROUNDLED:** Our teams and partners work closely with local communities, engaging them in every level of decision-making.
- **IMPACTFUL:** We deliver long lasting change for farmers, their families, and the environments they live in.



- **BOLD:** We model innovative approaches and are not afraid to challenge strategies that are failing.
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### **HOW TO APPLY:**

If interested in this role, please apply via this link

<https://www.brightermonday.co.ke/listings/driver-ev0mz9> , so as to be received by **Friday 10<sup>th</sup> October 2025**.

**Only short-listed candidates will be contacted.**

***Farm Africa is an equal opportunity employer and promotes gender equity. We believe everyone has a duty to safeguard and promote the wellbeing of all children and vulnerable persons.***

*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).*