



## COMMUNITY DEVELOPMENT TRUST FUND

### VACANCIES

**Recruitment of  
PROGRAMME MANAGEMENT STAFF FOR  
COMMUNITY ENVIRONMENT FACILITY (CEF)  
(A joint Government of Kenya and European Commission programme)**

#### **DRIVER**

#### **Key Functions**

Reporting to the Head of Administration Section, the Driver shall perform driving duties and general clerical work. This position is based in Nairobi but involves extensive travel to all parts of Kenya. The Driver shall undertake the following responsibilities:

#### **Duties and Responsibilities**

1. Perform driving duties for the CDTF, including long distance trips
2. Maintain vehicles in good working condition and report mechanical problems
3. Carry out basic mechanical repairs
4. Schedule regular maintenance and repairs
5. Collection and delivery of documents and mail
6. Ensure vehicles' cleanliness
7. Prepare monthly vehicle expenditure reports by updating Fleet Manager database with the current month's data
8. Check and ensure that work tickets and other forms used in keeping vehicle records are completed on a daily basis
9. Keep transport records
10. Track and report on time when renewal of insurance and road licenses are due
11. Assist officers while in the field (i.e. counting construction materials during physical verification exercises, taking dimensions of building structures, etc)
12. Perform general office clerical duties (i.e. photocopying, faxing, banking, document retrieval and filing, etc)
13. Occasionally assist in manning the office reception area

#### **Qualifications and Experience**

- Level education, Grade C- or its equivalent
- Must be in possession of a valid driver's license of at least 10 years without endorsements (will be required to undergo Automobile Association of Kenya Driving Competence Test)
- Must have experience with 4-wheel drive motor vehicles
- Must have practical skills in motor vehicle maintenance
- Must be presentable, service minded and be prepared to work long hours in the field
- Experience working in development programmes would be an added advantage
- Hands on basic computer knowledge and experience in MS Word, Excel and Fleet Manager computer packages is a requirement