

## Driver at Catholic Relief

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Company: JobWebKenya

Location: Kenya

Category: transportation-and-material-moving

### Job Description

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Catholic Relief Services (CRS) is an international non-governmental organization supporting relief and development work in over 99 countries around the world. CRS programs assist persons on the basis of need, regardless of creed, ethnicity or nationality and works through local church and non-church partners to implement its programs. CRS has been helping poor, vulnerable families improve their lives through orphans and vulnerable children, agriculture, health, microfinance, and WASH programming in Kenya since .

### Job Responsibilities

Draft monthly vehicle maintenance plans and ensure implementation.

Take accountability for all spare parts, accessories, etc. fitted in assigned vehicles during repairs at the workshop or field.

Prepare vehicle performance, maintenance, and repair reports, and submit as required.

Plan to meet anticipated travel requirements and make all arrangements for ensuring efficient services (fueling, pre-travel checks, required travel documents, required equipment, spare parts, and tools, vehicle cleaning, persons traveling for packing instructions and timings).

Ensure copies of daily mileage logs, pen and clipboard are readily available in all assigned vehicles. Promptly collect filled in daily mileage logs to avoid loss or defacing.

Routinely check all assigned vehicles Licenses, Insurances, and other required documents

and promptly advise the VMU Supervisor when renewals are due.

Transport CRS staff and visitors as instructed, observing local traffic and road safety laws and all CRS vehicle policies to ensure safety of passengers and luggage, and quality and courteous services. Report immediately any accidents and/or route changes due to security, bad weather, road conditions. Maintain and submit accurate records for all trips.

Take delivery of sub-contracted works conducted on organizations vehicles, inspecting, and certifying conformity with requirements and expectations and advising the VMU Supervisor accordingly.

Ensure assigned vehicles are secured when not in use.

## **Requirements**

### **Personal Skills**

Flexibility to travel under difficult circumstances.

Demonstrated ability to work in a team.

Service-oriented with focus on meeting customer needs

Well-organized and able to manage multiple tasks.

Proactive, resourceful, solutions-oriented, and results-oriented

Demonstrated commitment to respect, equity, diversity and inclusion including gender equality.

### **Required/Desired Foreign Language**

Good oral and written communication skills in English

### **Travel Required**

Must be able to travel outside of permanent location up to 90% of time.

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