

## Driver at Concern Worldwide

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Company: JobWebKenya

Location: Kenya

Category: transportation-and-material-moving

### Job Description

(adsbygoogle = window.adsbygoogle || []).push({}); We are an international humanitarian organisation dedicated to tackling poverty and suffering in the world's poorest countries. Concern Worldwide began working in Kenya in May with the development of an urban programme in Nairobi. Our work expanded into a multi-sectoral programme focusing on urban and rural livelihoods, primary education, HIV and AIDS, water and sanitation, and health and nutrition in both Nairobi and Marsabit. In partnership with local organisations, Concern also responds to a number of emergencies in Kenya resulting from floods, drought and violence.

### Job Summary:

The job holder will drive Concern vehicles as directed by the Officer Logistics, Procurement & Transport and in compliance with Concern's transport policy and procedures and the Kenyan Law while making sure that all the passengers and goods are safe and secure during the journey.

S/he is also responsible for accident and incident reporting, reporting repair, maintenance and service needs and all vehicle documentation required.

### Main Duties and Responsibilities

Adhere to the country Traffic ACT, rules and regulations, Concern's Transport and Fleet Management Manual, standard operating procedures and best practices

Conduct daily pre-driving checks (fuel, lubricants, water, tool kit, two spare wheels, jack, winch, wheel spanner, fire extinguisher, life savers, valid insurance and driving license,

communication equipment/satellite phone, sanitiser etc.) to ensure that all vehicle legal and safety requirements are present in the vehicle, and functioning, before embarking on any journey

Operate all functions of the vehicle in a way to maximize its operating lifespan and to the highest safety & security standards

Make daily recommendations regarding vehicles functionality in relation to health and safety of passengers and goods including reporting all technical faults by filling the daily and weekly vehicle check lists

Immediately report to the Line Manager, Head of Field Office and Security Focal Point any incidents and accidents and submit the completed incident and accident reporting form to the Line Manager within 24hours

Effective record keeping including completing log sheets, job cards, daily and weekly vehicle check lists and battery and tyre records promptly and accurately as per Concern's transport policy and procedures

Load and offload items into and from vehicles

When transporting goods, ensure safe delivery and submit delivery notes and/or reports and to confirm the status and quantity of goods with the recipient and the sender

Ensure that s/he carries only authorised passengers or goods

Ensure that all safety belts are in good working condition and that all passengers including him/her fasten their seat belts before embarking on the journey

Ensure the vehicle is clean at all times

Liaise as necessary with the Line Manager, Head of Field Office and Security Focal Point for security updates and take necessary security measures to minimise exposure to threats. The driver must put the safety of passengers and him/herself first at all times.

### **Other Duties**

Adhere to and promote the standards outlined in the Concern Code of Conduct and associated policies to their team, beneficiaries, and be committed to providing a safe

working environment

Participating and contributing towards Concern's emergency response, as and when necessary

Comply with Concern's health, safety and security guidelines during emergencies

Take all possible measure to meet Core Humanitarian Standards (CHS)

Any other duties as assigned by the Line Manager

## **Requirements**

### **Minimum Education, Qualifications & Experience Required:**

Minimum O level certificate

Valid driving license class BCE. Motor bike riding license is an added advantage

Minimum five years' driving experience working in operations in remote locations preferably with an NGO. Three years accident-free experience

Good spoken language in English and Kiswahili. Ability to speak one or more of the local languages an added advantage

Relevant basic qualifications or related extensive experience in mechanical fault diagnosis and repairs preferably in Land Cruisers

Practical driving skills and knowledge of 4x4 driving

A certificate of good conduct

Excellent physical and health condition

Must be familiar with the geographical location of the programme areas

Excellent road knowledge

### **Preference will be given to candidates who have:**

High integrity and demonstrated ability to follow standards and policies

Commitment to humanitarian principles and values

Commitment to adhere to the standards of conduct outlined in the Code of Conduct and Associated Policies

**Competencies required:**

Communicating and working with others

Managing yourself

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