

Driver at PATH

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Company: JobWebKenya

Location: Kenya

Category: transportation-and-material-moving

Job Description

(adsbygoogle = window.adsbygoogle || []).push({}); PATH is an international organization that drives transformative innovation to save lives and improve health, especially among women and children. We accelerate innovation across five platforms-vaccines, drugs, diagnostics, devices, and system and service innovations-that harness our entrepreneurial insight, scientific and public health expertise, and passion for health equity.

Job Responsibilities:

Operate the assigned vehicle.

Drive project staff, consultants, and visitors as needed/assigned.

Fill and maintain the vehicle movement log sheets in accordance with PATH Kenya policies.

Prepare and submit monthly vehicle fuel utilization and maintenance reports to the administrative officer or his or her delegate.

Run office errands, collect mail, and deliver packages/parcels across the project's field offices and sites.

Check the vehicle conditions after each trip/routinely and report all maintenance needs to the Senior Administrative Assistant or his/her delegate on a regular basis.

Keep vehicle equipment, tools, first aid kits, spares, etc safe always.

Keep the vehicle ready, clean, and on standby – ready for use always.

Cooperate and be of assistance to staff and visitors on route planning and navigation.

Adhere to the project's and PATH Kenya's fleet management regulations.

Adhere to the Kenya Highway code.

Assist in workshops/training materials preparations and delivery when called upon.

Execute any relevant duty that the supervisor may assign from time to time.

Required Experience

At least 4 years of driving experience, preferably in a busy NGO setup.

Valid driver's license, Government Grade Test 2 or above.

Certificate of good conduct

A minimum of KCSE D+ certificate or its equivalent.

Strong organizational skills.

Fluency in spoken and written English

Vast Knowledge of Kenyan roads and terrain, specifically in Western Kenya

Proper understanding of Kenyan highway code/traffic rules and regulations.

Ability and willingness to work extra hours when required.

Basic computer skills and training in vehicle mechanics will be an added advantage.

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