

## Driver – G2 at International Labor Organization (ILO)

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Company: JobWebKenya

Location: Kenya

Category: transportation-and-material-moving

### Job Description

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The International Labour Organization ILO is a specialized agency of the United Nations, whose primary goal is to promote opportunities for women and men to obtain decent and productive work in conditions of freedom, equity, security and human dignity and creating jobs of acceptable quality.

### Description of Duties

Drive office vehicles for official purposes.

Meet official personnel at the airport and facilitate immigration and customs formalities.

Collect and deliver mail, pouch, documents and other items.

Responsible for the day-to-day maintenance of the assigned vehicle, check oil, water, battery, brakes, tires, etc., performing minor repairs and arranging for other repairs, and ensuring that the vehicle is kept clean.

Keep records of use of vehicle, daily mileage, gas consumption, oil changes, greasing and other services.

Ensure that the steps required by rules and regulations are taken in case of involvement in accident.

Perform miscellaneous office support functions such as messenger services and making

photocopies.

Provide inter-office collection and delivery of mail, correspondence, files, documents and other material.

Collect and deliver mail from the Post Office, pouch from the airport, documents and other items as and when required.

Pack material received for dispatch, affix labels, insert material in envelopes and stamp outgoing mail.

Provide logistical support with project workshops, seminars or training when required.

Perform other related duties as required.

## **Required qualifications**

### **Education**

Primary education, valid driver's licence, knowledge of driving rules and regulations and skills in minor vehicle repairs.

### **Experience**

Experience – Two years' work experience as a driver, plus safe driving record.

### **Languages**

Languages – Good knowledge of the local language and knowledge of English.

### **Competencies**

Valid driver's licence.

Proven ability to keep accurate records of the use of vehicle.

Proven ability to drive safely in local traffic conditions.

Ability to follow instructions.

Ability to undertake minor repair.

Ability to lift and carry heavy mail bags and boxes.

Ability to work in a polite, courteous and cooperative manner.

Ability to travel to various districts' field project sites if necessary

Ability to work in a multicultural environment and to demonstrate gender-sensitive and non-discriminatory behaviour and attitudes

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