

Driver-Thrive Project (Karen) at World Vision Kenya

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Company: JobWebKenya

Location: Kenya

Category: transportation-and-material-moving

Job Description

World Vision is an international Christian relief, development and advocacy organisation working in almost countries world-wide to create lasting change in the lives of children, families and communities to overcome poverty and injustice.

Duties And Responsibilities

Staff Facilitation

Timely Facilitation of staff to and from work and to other official duties.

Ensure safety of staff and vehicle while on journey

Ensure mobilization of additional vehicles and drivers to facilitate key events such as major donor visits, campaigns, evaluations and baselines

Ensure facilitation of staff / visitors / donors/ to and from the field

Vehicle Care and Maintenance

Ensure vehicle cleanliness all the time.

Keep vehicle movement log book up to date.

Check mechanical and operational soundness of the vehicle.

To ensure that the vehicle is serviced at the required time.

To check and ensure that all vehicle tools are in place and intact.

Undertake minor repairs and recommend for major vehicle repairs.

Park the vehicle at the recommended parking areas by WVK

Seek for permission to use the car as per the laid down policy

Obey traffic laws

Maintain maximum care of the vehicle at all times.

Submit all the vehicle spare keys to the Fleet management for safe custody.

Surrender vehicle keys to the respective supervisors every end of trip

Report all vehicle malfunctions to the fleet office.

Initiate procurement process for all motor vehicle repairs and maintenance

Documentation & Reporting

Prepare monthly and other vehicle reports and file copies of the same after approval.

Forward all invoices and fuel returns to fleet management for payment process.

In case of accident, forward detailed report for claim processing

Administration

Facilitate delivery of parcels/ mails

In collaboration with Administration department liaise with service providers to ensure quality services

Work with respective staff to plan and coordinate field facilitation services.

Support in community mobilization

Be bank agent for bank transactions

Qualification. Skills And Knowledge

O level certificate with a clean driving license class A, B, C, E

Diploma course would be an added advantage

Automobile Association of Kenya competence certification

Three years' experience in driving class A, B, C and E vehicles.

Basic knowledge of motor vehicle maintenance.

Basic knowledge of first AID and other safety & security measure

Basic security training

Knowledge of transport regulatory acts/Law

High professional ethics and whose integrity

Excellent communication skills.

Domestic travels: 80% travel to the field

On call: 20% in emergency situations. The position will require to be on call.

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