

## Head Driver at Medecins Sans Frontieres (MSF)

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Company: JobWebKenya

Location: Kenya

Category: transportation-and-material-moving

### Job Description

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MÃ©decins sans frontiÃ©res (MSF) or Doctors Without Borders, is an international humanitarian-aid non-governmental organization (NGO) and Nobel Peace Prize laureate, best known for its projects in war-torn regions and developing countries facing endemic diseases.

### Objective of the Position:

Coordinate and control the operation of vehicles and drivers in one location according to traffic regulations and MSF security rules, utilize and maintain VHF radios, and ensure that the team of drivers perform properly their duties to ensure an adequate, efficient, and safe transport of goods and people.

### Responsibilities include, but are not limited to:

#### Fleet Management and Supervision

Coordinate the team of drivers, ensuring their compliance with all rules and safety regulations, including the maintenance and service (based on MSF standards) of their assigned vehicles.

Will be required to perform the duties of a driver when called upon by your line Manager.

#### Ensure the proper maintenance of vehicles

Using the dedicated software for maintenance management, coordinate with the Join Mechanics Workshop (JMW) to ensure bi-weekly checks, routine services, and any other body work required is done in a timely fashion. In addition, submit quarterly requests to the

Supply Supervisor for consumables for vehicles (e.g., inner tire tubes), which are kept on site in Mathare.

Report any problems with the vehicles (mechanical, accidents, etc) to your supervisor, as well as prepare weekly reports (Weekly Fleet Follow Up) on services, spare parts, and anything else relevant to each vehicle.

### **Manage vehicle bookings and movements**

With Log Supervisor (Base), schedule vehicle movement for the next week by the previous Friday, based on bookings and vehicle availability.

Every Morning, update vehicle schedule whiteboard of movements in the Mathare office

Monitor vehicle movement while communicating with each driver through VHF radio/mobile phone.

Re-schedule vehicle movement to meet unplanned requirements.

Use the WebZon or ZonMax software to track all vehicles.

### **Radio Operation**

Operate and ensure basic maintenance of the VHF and HF radios in order to ensure quality and confidential radio communications for the operational needs of the mission/projects, in accordance with the MSF security policy and rules.

Perform 3x daily (morning, afternoon, and evening) check-ins (departure, arrival, number of passengers, route taken, standard contact points) with all vehicles, recording the check in information into the log books. During times of high security, all movements will require manual recording.

### **Obligations**

Report on any aspects that threatens or favours the program

Abide by the MSF Staff regulations and MSF charter

Maintain confidentiality

### **Requirements**

#### **Education**

Essential literacy required, driving license required, and Fleet Management Certificate preferred

## Experience

Minimum 2 years previous experience as a driver.

Valid Driving license.

Leadership and team management experience required

Experience with 4x4 vehicles and difficult terrain preferred

Experience driving and/ or coordinating emergency vehicles will be an advantage.

Experience in fleet management desirable

## Languages

Mission language and local language essential.

## Knowledge

Knowledge of basic mechanics is compulsory.

Strong Microsoft Word, Microsoft Excel, and Microsoft Outlook skills required.

Working knowledge of VHF radios preferred

Critical thinking and problem-solving skills are essential

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