



## Job Vacancy

IDENTIFICATION	
JOB TITLE	Project Driver
REPORTING TO	Administrative Associate
DURATION	One (1) Years
NO. OF VACANCIES	One (1)
PROJECT	ARPWASH 111
PHYSICAL LOCATION	Kajiado
<b>Applicants from Kajiado are highly encouraged to apply</b>	

### BACKGROUND

Amref Health Africa was founded in 1957 and has since grown to become the largest African-based international health development organization, currently implementing more than 120 programs, directly reaching more than 12 million people across 35 African countries. Headquartered in Nairobi, Kenya, Amref Health Africa has offices in ten countries in Africa and an additional eleven advocacy and fundraising offices in Europe and North America. In the spirit of Ubuntu, partnership and networking are key elements of our approach. Amref has a staff complement of over 1,500.

Amref Health Africa is driven by its vision of *'Lasting health change in Africa'* and its mission *'To transform the health of communities through Primary Health Care (PHC) with a focus on women and young people'*. We believe that the power to transform Africa's health lies within its communities, and therefore strive to ensure that health systems are not only functional but that communities are empowered to hold these systems accountable for the delivery of quality and affordable health care.

### Project Background

Alternative Rite of Passage & Integrated Water, Sanitation, and Hygiene – ARPWASH Phase 111 is a two-year project funded by Rabelais Trust. The project aims to improve the health and well-being of girls and women in Kajiado by integrating Sexual Reproductive Health and Rights (SRHR), Community-led Alternative Rights of Passage (CL-ARP) and drought resilient Water Sanitation and Hygiene (WASH) interventions. Specifically, we aim to achieve the following outcomes:

- Outcome 1: Increased community acceptance and support for the CL-ARP model to transform social and gender norms that perpetuate FGM/C, CEFM, and TP.
- Outcome 2: Communities have improved access to sustainable WASH services to improve community health and resilience to drought
- Outcome 3: Girls and Women are empowered to reduce cases of FGM/C, CEFM, and TP
- Outcome 4: Increased evidence and access to lessons learned/best practices for ending FGM/C, CEFM and TP

### JOB PURPOSE

Under the supervision of the Administrative Assistant, the job holder will support and provide safe and reliable transportation service to the ARPWASH 111 project team.

### PRINCIPAL RESPONSIBILITIES

- Ensuring that Amref staff and deliveries are taken to their destinations in a timely, safe and secure manner.
  - Having the vehicle for the trip ready in advance.
  - Being punctual to pick up and drop people as required.
  - Ensuring that all tools required for the trip are in the vehicle.
  - Ensuring that the trip is smooth, thus no over-speeding.
  - Ensuring that all documentation regarding the trip is done and all authorizations have been obtained.
  - Ensuring that the delivery book is signed for all deliveries.
- Ensuring that the allocated vehicle is always kept clean.
  - Washing the car regularly and ensuring that it is kept tidy at all times.
- Keeping the car in good working condition.
  - Checking the tyre pressure, oil tank before each trip.
  - Keeping to service schedules.

- Keeping alert on any possible mechanical problems.
- Ensuring that necessary repairs are carried out economically and timely.
- Maintaining up to date and accurate reports of work tickets including kilometers traveled, fuel consumed and dates of oil changes.
- Ensuring the safety of passengers at all times.
  - Ensuring that the assigned vehicle has all required registrations/licensing and inspections and that necessary document is retained with the vehicle.
  - Ensuring that car seat belts are functional and that all passengers have fastened their safety belts at all times.
  - Adhering to traffic rules at all times.
  - Avoiding and reporting any accidents.
- Ensure personal compliance with the Government Traffic Act.
- Report incidents and take appropriate steps as per the organization's rules and regulations.
- Maintain up to date and accurate records of vehicle work tickets and monthly fuel voucher booklet.

## REQUIRED QUALIFICATIONS

### Education, Experience & Competencies

- Minimum "O" (Form 4 certificate) level of education.
- At least Three (3) years of driving experience with a good track record in a busy office, preferably in an NGO.
- MUST have a valid driving license.
- Training on defensive driving or basic mechanic is desirable.
- Certificate in basic computer applications.
- Oral and written English and Kiswahili language fluency with the ability to follow instructions.
- Candidates from the local county locations are preferred.
- Time management skills
- Flexibility and adaptability.
- Good general understanding of the different vehicle parts.
- Ability to understand what precautions and preventive measures are required for proper vehicle maintenance.
- Ability to work after office hours on some occasions while maintaining a positive enthusiastic attitude.
- Excellent interpersonal skills and ability to show respect to those being served.
- Be well organized.

### How to apply

Interested? Please visit our website <https://amref.org/vacancies/> to make your application. You will be directed to our online portal where you will need to create an account in order for you to be able to submit your application. Your application should include a cover letter detailing why you are the best fit for this position and your CV with relevant skills and experience. The closing date will be **Sunday, May 14, 2024**. Only shortlisted candidates will be contacted.

*Duly note that Amref Health Africa does not require applicants to pay any money at whatever stage of the recruitment and selection process and has not retained any agent in connection with recruitment.*

*Amref Health Africa is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. Amref Health Africa is an equal opportunity employer and has a non-smoking environment policy.*