



# VACANCY ANNOUNCEMENT

(Ref. No. NRS/650/032024)

## SUPPORT ASSISTANT II (MECHANIC/DRIVER)

The International Centre of Insect Physiology and Ecology (*icipe*) is a pan-African Centre of excellence in research for development and capacity building in insect science and its applications. The Centre's mission is to help alleviate poverty, ensure food and nutritional security, and improve the overall health status of people of the tropics. *icipe* achieves this goal by developing and extending management tools and strategies for harmful and useful arthropods while preserving the natural resource base. Since its establishment in 1970, *icipe* has become a significant contributor to science and innovation required to meet the health and food security challenges of sub-Saharan Africa. The Centre has achieved this status by developing alternative and environmentally friendly pest and vector management technologies and products that are effective, selective, non-polluting, non-resistance inducing, and affordable to resource-limited rural and urban communities. *icipe* is headquartered in Nairobi, Kenya, and has operations in more than 40 African countries as well as thriving partnerships with universities and research organizations across the world. Employing over 500 international and national staff, *icipe* also has approximately 150 graduate students who contribute annually to the Centre's research portfolio. For additional information, visit: [www.icipe.org](http://www.icipe.org)

Please also download *icipe*'s Vision and Strategy 2021–2025  
<http://www.icipe.org/publications/corporate-publications/vision-and-strategy>.

*icipe* seeks to recruit a **Support Assistant II (Mechanic/Driver)** in the **Transport Unit**. The position is tenable in Nairobi at the *icipe* Duduville campus. This is a two-year contract, renewable subject to continued position needs, funding for the position, and performance of the staff member. This is a nationally recruited position. A competitive compensation package will be offered to the right candidate. Only shortlisted candidates will be contacted.

### Specific Duties

- Service, repair, and perform periodic maintenance of *icipe* vehicles, tractors, motorcycles, boat, lawn mowers, farm machinery, and other equipment.
- Handle breakdown and recovery services for *icipe* vehicles.
- Inspection of vehicles.
- Perform scheduled service, repair, and maintenance of the other mechanical components of generators and water pumps.
- Maintain detailed records of the work they perform, including parts used, and repairs completed.
- Stay updated with current developments in automotive technology and repair techniques through ongoing training and education.
- Adhere to safety standards and guidelines to ensure a safe working environment for themselves and others.
- Supervise mechanics students on attachment.
- Collaborate with other mechanics and technicians to diagnose and repair complex issues.

## Other duties and responsibilities

### a) Transport and Travel Logistics

- Drive *icipe* staff or visitors or cargo to designated destinations.
- Perform pre-trip and post-trip vehicle inspections, ensuring that scheduled vehicle maintenance is completed and reported.
- Provide logistical support to Themes/projects at *icipe* by drawing transport schedules for different working teams and during field activities.
- Report any malfunction or damage to the vehicle immediately.
- Notify the traveler on departures and arrival at destinations of any unforeseen problems.
- Ensure *icipe* vehicles have relevant legal documents before and during movement.
- Ensure that across-the-border journeys have required security clearance from the relevant authorities before the commencement of the trip.

### b) Personnel safety

- Provide safety briefing to staff and visitors using the vehicle.
- Ensure the safety of the driver and passengers throughout the duration of the journey by driving in a safe and alert manner.
- Ensure that the First Aid kit is clean and stocked.
- Safeguard all the contents in the vehicle.
- Prepare trip vehicle reports as well as accident or incident reports where necessary.

## Requirements/Qualifications

- Kenya Certificate of Secondary Education (KCSE), or its equivalent level of education.
- At least five years' post-qualification working in a busy and reputable workshop.
- Five-plus years driving experience.
- Experience with similar research and development organization is a plus.
- Certificate of Apprenticeship, Government Trade Test grade 1.
- Certificate in Automotive mechanics and Mechatronics or its equivalent.
- A valid and accident-free Driver's License class B1, C1, D.

## Other Desirable Attributes

- Inspecting vehicle engines and mechanical/electrical components to diagnose issues accurately.
- Inspecting vehicle computer and electrical systems to repair, maintain and upgrade.
- Conducting routine maintenance work with the aim of ensuring vehicle functionality and longevity.
- Repair of brakes and steering system.
- Diagnose and repair electrical and electronic systems.
- Replace and repair vehicle transmission and fuel components as needed.
- Repairing of engine cooling system.
- Ability to read and interpret road signs.
- Ability to communicate effectively in both English and Kiswahili.
- Experience in driving and familiarity with the geography (road network) countrywide in *icipe* research areas will be an added advantage.
- Training such as First Aid and defensive driving will be an asset.
- Handle personal per diem.
- Make decisions for own job function and requires approval from supervisor.

## Reporting

This position reports to the **Fleet Transport Coordinator**.

## HOW TO APPLY

**Applications will be accepted up to 20<sup>th</sup> March 2025.** Interested applicants should submit: (a) a confidential coverletter; (b) a detailed CV with names and addresses of 3 referees, including e-mail addresses; and (c) a statement illustrating suitability against the listed qualifications/competencies/abilities and skills. **(In your application, please include your current and expected basic salary per month.)**

Candidates are required to apply online through <http://recruit.icipe.org> or by email: Email:[recruitment@icipe.org](mailto:recruitment@icipe.org) (Kindly quote the Ref. No. and the position title on the email subject).

*icipe is an equal opportunity employer. It fosters a multicultural work environment that values gender equity, teamwork, and respect for diversity.*