

JOB DESCRIPTION

DRIVER

Job Title	:	Driver
Job Grade	:	KNTC 8
Reporting to	:	HR & Administration Manager
Working Relationships	:	Principal Officers HR & Administration, Senior Officers, Logistics Officer, All Staff

Job Profile:

The incumbent shall provide administrative driving services to staff.

Job Specification

The duties and responsibilities of the officer will entail:

- (i) Driving vehicles as authorized;
- (ii) Carrying out routine checks on the vehicles;
- (iii) Detecting and reporting malfunctioning of vehicles system;
- (iv) Updating and maintaining records and tools of vehicles;
- (v) Ensuring security and safety of the vehicle/van;
- (vi) Overseeing safety of the passengers and or goods therein;
- (vii) Maintaining cleanliness of the vehicle;
- (viii) Deliver goods as per assigned destination
- (ix) Ensuring adherence to or observations of traffic laws; and
- (x) Reporting any incidents to police and/or the office immediately they occur.

Person Specification

For appointment to this grade, an officer must:

- (i) Have four (4) years relevant work experience;

- (ii) Have Kenya Certificate of Secondary Education mean grade D (plain) or equivalent qualification;
- (iii) Have Valid driving license free from any current endorsements and valid for any of the classes of vehicles which the officer is required to drive; (Class BCE)
- (iv) Have Passed the occupational Test II for Drivers ;
- (v) Be proficient in computer applications; and
- (vi) Have Valid Certificate of Good Conduct from the National Police Service;

Key Competencies and skills

In addition an officer must have:

- (i) Communication skills;
- (ii) Inter personal skills;
- (iii) Team player; and
- (iv) Ability to work under pressure.

Name of Job Holder:

Signature: Date:

Supervisor

Signature..... Date.....

Human Resources

Signature..... Date.....