

## JOB DESCRIPTION

### EXECUTIVE DRIVER

Job Title	:	Executive Driver
Job Grade	:	KNTC 7
Reporting to	:	Managing Director
Working Relationships	:	HR & Administration Manager, Logistics Officer, All Staff

#### Job Profile:

The incumbent shall provide executive driving/chauffer driving services to the Managing Director.

#### 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.....