WE ARE LOOKING FOR A DRIVER

Duty Station: Regional Office East Africa, Karen, Nairobi

Start date: September

Position: Contract

ABOUT US

Justdiggit (www.justdiggit.org) is a non-profit organisation with a mission to regreen Africa and cool down the planet while creating opportunities for local communities and strengthening their resilience to climate change. Our approach is to inspire and empower millions of subsistence farmers and pastoralists to regreen their land by combining rainwater harvesting, agroforestry and climate-resilient agriculture techniques.

We are looking for a Driver to strengthen our organisation. As our new driver, you will be responsible for maintaining and driving the organisation’s vehicles to authorised destinations as assigned.
KEY RESPONSIBILITIES

- Carrying out duties of staff transport and/or project visitors when assigned and ensuring high-quality, courteous and efficient services and safe driving for all occupants
- Complying with the Kenyan Highway Code and our organisation’s policies on driving at all times
- The continuous monitoring of each vehicle, carrying out maintenance and all repair work to the set standards to ensure that the assigned vehicles are ready for travel, and prompt reporting in case of any damages, accidents, or incidents
- Planning ahead to meet all travel requirements, such as fuelling, pre-travel checks, travel docs, vehicle expenses and providing other persons travelling with packing instructions and time schedules
- Maintaining and updating other related documentation for project vehicles, including a vehicle log, mileage logs and movement documents as per the organisation’s policies
- Routinely checking the validity of road licences and insurance policies for all assigned vehicles
- Immediate reporting to the Duty Officer or supervisor on unforeseen circumstances, such as route changes due to security, bad weather, road conditions, or otherwise
- Carrying out any other official errand duties as assigned

QUALIFICATIONS

- At least “O” level certificate, with a minimum pass of DIV III, or Grade C in Kenya Certificate of Secondary Education (KCSE)
- At least 5 years of experience in driving, preferably working experience with NGOs or its equivalent, and with a minimum of four years long distance and off-road driving experience
- Valid certificate of good conduct and a clean, valid Kenyan driving licence (Classes B,C,E) with knowledge of Kenyan road rules and Highway Code
PERSONAL ATTRIBUTES

- Good interpersonal and communication skills
- Knowledge and skills in minor motor vehicle mechanics and repairs
- Willingness to travel under difficult circumstances.
- Demonstrated ability to work in a team
- Good oral and written communication skills (English)
- Ability to use internet/computer to receive instructions on transport duties

APPLY NOW!

We are committed to building a team that includes and welcomes people from diverse backgrounds. The role is diverse, and so should our team.

If you are the perfect candidate, please apply before the end of 18th August 2023 by e-mailing: vacancies@justdiggit.org quoting the job title. We will only review applications via e-mail that include a CV.