

POSITION PROFILE: Driver

Job Title	Driver – Five (5) Positions
Reports to	Administration Officer
Grade	NACC 8
Department	Finance and Administration
Business Purpose/Objective	The job holder is responsible for driving NACC vehicles assigned to them to take NACC officers to meetings and other approved activities and maintain the vehicles in good condition
Accountabilities (Responsibilities)	
<ol style="list-style-type: none"> 1. Driving NACC vehicles. 2. Taking the vehicle for fueling, cleaning servicing and repairs. 3. Reporting of vehicle defects to the supervisor. 4. Maintaining and updating of the vehicle work ticket. 5. Supporting office logistic services from time to time in the administration 	
Educational	<p>A Candidate must: -</p> <ul style="list-style-type: none"> • Have passed the Kenya Certificate of Secondary Education or O Level with at least grade D+ or a minimum of Division III • Be in possession of a Basic Trade Test. • Possess a current driving license free from any endorsements and valid for vehicles groups B, C & E; • Have a satisfactory record of continuous service as a driver for a minimum period of five (5) years in a reputable institution with verifiable testimonials; • Have full knowledge of the Kenyan Highway Code; • Have a current certificate of good conduct • Being able to demonstrate sound mechanical knowledge of vehicles shall be an added advantage. <p>Qualified female candidates are particularly encouraged to apply.</p>
Experience	Have a minimum of five (5) years' experience in a related field from a large and reputable organization
Key competencies	<ul style="list-style-type: none"> • Good Interpersonal and communication skills • Exemplary organizational skills • Good personal grooming • Ability to deliver under minimum supervision • Sense of responsibility