



## Job Vacancy

IDENTIFICATION	
<b>JOB TITLE</b>	Project Driver
<b>REPORTING TO</b>	Administrative Associate
<b>DURATION</b>	Two (2) Years
<b>NO. OF VACANCIES</b>	Two (3)
<b>PROJECT</b>	Uongozi wa Afya Thabiti
<b>PHYSICAL LOCATION</b>	Kilifi, Iten and Nanyuki
<b><i>Applicants from Kilifi, Iten and Nanyuki are highly encouraged to apply</i></b>	

Amref Health Africa was founded in 1957 and has since grown to become the largest African-based international health development organization, currently implementing more than 120 programs, directly reaching more than 12 million people across 35 African countries. Headquartered in Nairobi, Kenya, Amref Health Africa has offices in ten countries in Africa and an additional eleven advocacy and fundraising offices in Europe and North America. In the spirit of Ubuntu, partnership and networking are key elements of our approach. Amref has a staff complement of over 1,500.

Amref Health Africa is driven by its vision of **'Lasting health change in Africa'** and its mission **'To catalyze and drive community-led and people-centered health systems while addressing social determinants of health'**. We believe that the power to transform Africa's health lies within its communities, and therefore strive to ensure that health systems are not only functional but that communities are empowered to hold these systems accountable for the delivery of quality and affordable health care.

### Project Background

**USAID Health Sector Governance and Strategic Partnerships project (HeGap)** is a five-year project funded by the USAID with Amref Health Africa in Kenya as the prime partner. The project is aimed at providing system level support that will contribute to the achievement of programmatic outcomes. This is aimed at improved responsiveness (continuity of care) and performance of health indicators at the Council of Governors (COG) and across 10 Counties in Kenya (Nairobi, Mombasa, Taita Taveta, Laikipia, Samburu, Vihiga, Kakamega, Siaya, Trans-Nzoi and Turkana). The project objectives are:

- Strengthened Health Systems' Governance, Institutions, and Stewardship for Improved Delivery of Quality Health Services.
- Improved Health Systems Accountability and Structures for Transparent, Efficient and Effective Delivery of Quality Health Services.
- Strengthened Structures for National and County Level Legislation and Policy Development and Review.
- Strengthened Capacity of National, County and Intergovernmental Coordination Structures to Manage Health Systems.

### JOB PURPOSE

Under the supervision of the Administrative Assistant, the job holder will support and provide safe and reliable transportation service to the USAID Uongozi wa Afya Thabiti project team.

### PRINCIPAL RESPONSIBILITIES

- Ensuring that Amref staff and deliveries are taken to their destinations in a timely, safe and secure manner.
  - Having the vehicle for the trip ready in advance.
  - Being punctual to pick up and drop people as required.
  - Ensuring that all tools required for the trip are in the vehicle.
  - Ensuring that the trip is smooth, thus no over-speeding.
  - Ensuring that all documentation regarding the trip is done and all authorizations have been obtained.
  - Ensuring that the delivery book is signed for all deliveries.
- Ensuring that the allocated vehicle is always kept clean.
  - Washing the car regularly and ensuring that it is kept tidy at all times.
- Keeping the car in good working condition.
  - Checking the tyre pressure, oil tank before each trip.

- Keeping to service schedules.
- Keeping alert on any possible mechanical problems.
- Ensuring that necessary repairs are carried out economically and timely.
- Maintaining up to date and accurate reports of work tickets including kilometers traveled, fuel consumed and dates of oil changes.
- Ensuring the safety of passengers at all times.
  - Ensuring that the assigned vehicle has all required registrations/licensing and inspections and that necessary document is retained with the vehicle.
  - Ensuring that car seat belts are functional and that all passengers have fastened their safety belts at all times.
  - Adhering to traffic rules at all times.
  - Avoiding and reporting any accidents.
- Ensure personal compliance with the Government Traffic Act.
- Report incidents and take appropriate steps as per the organization's rules and regulations.
- Maintain up to date and accurate records of vehicle work tickets and monthly fuel voucher booklet.

## REQUIRED QUALIFICATIONS

### Education, Experience & Competencies

- Minimum "O" (Form 4 certificate) level of education.
- At least Three (3) years of driving experience with a good track record in a busy office, preferably in an NGO.
- MUST have a valid driving license.
- Training on defensive driving or basic mechanic is desirable.
- Certificate in basic computer applications.
- Oral and written English and Kiswahili language fluency with the ability to follow instructions.
- Candidates from the local county locations are preferred.
- Time management skills
- Flexibility and adaptability.
- Good general understanding of the different vehicle parts.
- Ability to understand what precautions and preventive measures are required for proper vehicle maintenance.
- Ability to work after office hours on some occasions while maintaining a positive enthusiastic attitude.
- Excellent interpersonal skills and ability to show respect to those being served.
- Be well organized.

### How to apply

Interested? Please visit our website <https://amref.org/vacancies/> to make your application. You will be directed to our online portal where you will need to create an account in order for you to be able to submit your application. Your application should include a cover letter detailing why you are the best fit for this position and your CV with relevant skills and experience. The closing date will be **Sunday, September 10, 2023**. Only shortlisted candidates will be contacted.

*Duly note that Amref Health Africa does not require applicants to pay any money at whatever stage of the recruitment and selection process and has not retained any agent in connection with recruitment.*

*Amref Health Africa is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. Amref Health Africa is an equal opportunity employer and has a non-smoking environment policy.*