



## JOB DESCRIPTION

IDENTIFICATION	
JOB TITLE	Project Driver
REPORTING TO	PHC Program Manager
DEPARTMENT/UNIT	Family & Reproductive Health (FRH)
PROJECT	Transcend Project
DURATION OF CONTRACT	Two (2) Years (Renewable)
DUTY STATION	Turkana County
<i>Please note that this position is only open to the residents of Turkana County</i>	

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 180 programs, reaching more than 40 million people across 35 African countries; and a staff complement of over 2,000. Headquartered in Nairobi, Kenya, Amref Health Africa has offices in ten countries in Africa – Burkina Faso, Ethiopia, Guinea (Conakry), Kenya, Malawi, Senegal, South Sudan, Tanzania, Uganda and Zambia. An additional eleven advocacy and fundraising offices are located in Europe and North America.

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-centred 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.

### JOB PURPOSE

Under the Transcend Project, the Project Driver will support project activities at community and county level. The Project Driver will be based at the County level and will support logistical support for the project.

### PRIMARY RESPONSIBILITIES

KEY AREA	ACTIVITIES
Ensuring that Amref staff and deliveries are taken to their destinations in a timely, safe and secure manner	<ul style="list-style-type: none"> <li>Have the vehicle for the trip ready in advance</li> <li>Be punctual in the pick-up and drop off of people as required</li> <li>Ensure that all tools required for the trip are in the vehicle</li> <li>Ensure that the trip is smooth</li> <li>Ensure that all documentation regarding the trip is done and all authorizations have been obtained</li> <li>Ensure that the delivery book is signed for all deliveries</li> </ul>
Ensuring that the allocated vehicle is always kept clean	<ul style="list-style-type: none"> <li>Wash the car regularly and ensure that it is kept tidy at all times</li> </ul>
Keeping the car in a good working condition	<ul style="list-style-type: none"> <li>Check the tyre pressure, oil tank before each trip</li> <li>Keep to service schedules</li> <li>Stay alert on any possible mechanical problems</li> <li>Ensure that necessary repairs are carried out economically and timely</li> <li>Maintain up to date and accurate reports of work tickets including kilometres travelled, fuel consumed and dates of oil changes</li> </ul>

KEY AREA	ACTIVITIES
Ensuring the safety of passengers at all times	<ul style="list-style-type: none"> <li>• Ensure that the assigned vehicle has all required registrations/licensing and inspections and that necessary document is retained with the vehicle</li> <li>• Ensure that car seat belts are functional and that all passengers have fastened their safety belts at all times</li> <li>• Adhere to traffic rules at all times, including no over-speeding</li> <li>• Avoid and report any accidents</li> </ul>

## REQUIRED QUALIFICATIONS

### Education and Professional Qualifications

- Minimum “O” (Form 4) level of education
- Certificate in basic computer applications
- Valid clean driving license
- Basic First Aid training is an added advantage

### Required Qualifications and Experience

- At least three (3) years’ driving experience with a good track record in a busy office, preferably in an NGO
- No major accidents in the past three years
- Previous experience working in Turkana County
- Good understanding of the routes regularly used by Amref Health Africa
- Experience working in hard to reach areas with minimal supervision

### Knowledge, Skills and Competencies

- Working knowledge of the rules and regulations involved in the safe and efficient operation of automotive equipment
- Good general understanding of the different vehicle parts
- Knowledge of basic automotive maintenance procedures
- Oral and written English, Kiswahili and local language fluency with ability to follow instructions
- Excellent time management and organization skills
- 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 able to show respect to those being served
- Flexibility and adaptability

## 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 **January 29, 2024**. 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 this recruitment. Although Amref may use different job boards from time to time to further spread its reach for applicants, all open vacancies are published on our website under the Vacancies page and on our official social media pages. Kindly also note that official emails from Amref Health Africa will arrive from an [@amref.org](mailto:@amref.org) address.*

*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.*