

JOB VACANCY ANNOUNCEMENT

Title: Driver
Ref N: ADMIN-KEN/
Sector: Administration
No. of positions: 1
Location of work: Tana River
Reports to Field Administrator Officer
Start of work: To be Communicated/ Dependent on External Factors
Duration: 31st December 2020 with possibility of renewal

BACKGROUND INFORMATION:

CISP (Comitato Internazionale per lo Sviluppo dei Popoli) founded in Rome in 1983. CISP is active in over 30 countries worldwide, including Kenya, Somalia and Ethiopia. CISP priority areas of action are as follows: a) The right to social and economic security: income generation opportunities, migration and development, food security; b) The right to health and access to water and sanitation; c) The right to future: the rights of children, adolescents and youth and the protection of the environment and natural resources; d) The right to humanitarian assistance: emergency and first reconstruction aid; e) Support of public policies on social cohesion and civil society. For more information log on to www.cisp-ngo.org

Job purpose

CISP is leading a consortium of partners to implement a project dubbed **Rebuild- Community Resilience Building in Livelihood and Disaster Risk Management in Tana river County** funded by EU. The Driver will provide secure and timely driving services to transport staff and/or goods. Deliver payment transfers to the bank and/or the suppliers, assist with postage and with pick up of office purchases. Carrying out vehicle maintenance and acting as a backup for the Receptionist while performing occasional handy work jobs inside the Office.

Function and duties

- Drive office vehicles for the transport of authorized personnel.
- Collect and deliver mail, documents, and other items.
- Ensure vehicles comply with the CISP Minimum Operating Security Standards.
- Take care of the day to day maintenance of assigned vehicles, check oil, water, battery and brakes.
- Follow all rules and regulations in relation to the management of CISP vehicles.
- Monitor the status and condition of the vehicle under his responsibility and initiates requests for its needed maintenance and repair;

- Sees to it that the vehicle under his responsibility is in safe premises, whenever if it is not in use;
- Maintains a record of all trips made as well as the consumption of fuel and other materials used for the operation and maintenance of vehicle;
- Act as a backup for the Receptionist during lunch hours/leave and as needed by answering to the phone and taking care of visitor registration, incl. maintaining a register of incoming visitors -Support Administration Section as a messenger by assisting with the mail deliveries, both incoming and outgoing.
- Assist with office and meeting room re-arrangement for various meetings/events - Occasional handyman jobs in the Office, such as small office repairs.
- Support project partners when authorized by Project Manager
- Travel to project locations Galole, Tana delta and other project related locations.
- Perform other related duties as required.

Profile Required

- Minimum High School Certificate.

Technical/ professional/attributes

- Driver's License at least three (3) years old;
- Training in Mechanics or Knowledgeable in vehicle maintenance and minor repair will be an added advantage;
- At least three (3) years working experience as a Driver for an NGO;
- Knowledge of computer applications (MS Word and Excel) will be an added advantage;
- Good personal hygiene and pleasant disposition;
- Willingness to work a flexible schedule;
- Knowledge of Kilifi, Tana river county and its terrain;
- Consistent attention to travel and geographic details (location, time, weather etc.);
- High integrity;
- Excellent Time Management Skills;
- Excellent English and Swahili (spoken and written);
- Excellent relations and communications skills, good team player, diplomatic and able to deal with a mixed cultural team.

How to apply:

Please send your application by e-mail to Human resource admin@cisp-nairobi.org and ccburugu@cisp-nairobi.org and clearly demonstrating how you meet the qualifications for this position and your expected remuneration, no later than 16th April 2020 by 5.00pm (EAT). For more information about this position, you can contact us through the same email address.

Email subject: "Application for the position of "CISP - EU rebuild Driver "

Application to include ALL the following:

- CV (not exceeding 4 pages), including 3 references.
- Cover letter (1 page maximum)
- CISP Job Application Form
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Please note only shortlisted candidates will be contacted.

For more information about CISP, please visit www.cisp-ngo.org.

CISP is strongly committed to ending Child Abuse, all forms of Sexual Exploitation and Abuse, and to building a work environment that is safe and welcoming for all, where Sexual Harassment does not take place. The desired candidate for any position should share and support this commitment in all aspects of their personal and professional behaviour. Any history implicating that the applicant has a history of Child Abuse, Sexual Exploitation and Abuse, or Sexual Harassment, is a reason for excluding him or her from employment with CISP.