

**Job Title:** Project Driver

**Job Location:** Nairobi Office (1 position)

**Reports to:** Administrative Officer

**Responsible for:** N/A

**Job Holder:** Vacant

**Job Purpose (the overall purpose and function of the job):**

To provide reliable and safe driving services to staff, partners/ goods and assist with transport related logistics. The driver will also be responsible to oversee the vehicles are maintained in a cost-effective manner by overseeing routine and preventive maintenance.

Reporting to the Administrative Officer, the incumbent will be expected to perform driving duties to the Sightsavers Nairobi Office. The key tasks includes but not limited to the following:

**Functions and duties:**

**1. Transport of persons, goods and / or documents (Function type: Logistic Support)**

- Ensure the safety of individuals using the vehicle with extra care and caution when handling children
- short-distance errands and long-distance trips
- Follow up the driver planning, and scheduling using project Calendar and register transportation requests
- Deliver correspondence to project partners as may be required
- Facilitate pick-ups for project visitors and transportation during official visits

**2. Service vehicle maintenance management**

- Monitor vehicle mileage use and ensure that routine and regular service and maintenance is carried out within required run-times
- Schedule periodical vehicle examination for service
- Apply for the renewal for the vehicle license
- Determine when and what kind of maintenance the vehicle needs, keep track of general maintenance schedules, especially car tyre condition

- Ensure sound running of the vehicles assigned and arrange minor repairs where necessary - Check oil and tyres properly and keep the service vehicles in clean condition, both inside and outside
- Keep track of timely car insurance renewals
- Perform pre-trip and post trip inspection of the vehicle and attend to any noted faults and defects
- Update monthly mileage records - Maintain logbook of each service vehicle on daily basis
- Keep the assigned vehicle(s) in good running condition and perform routine daily checks (check oil, water, battery, brakes, tyres, etc).

**3. Carry out any other instruction related to the job as may be assigned from time to time aimed at improving the overall performance of the organization**

**Information & Communication Management:**

- Be proactive in providing the Project Coordinator at site with timely communications and updates upon reaching/departing your respective destinations during the official travels throughout the project life.
- Support project partners with information that would be sound for the smooth project uptakes.
- Support project visibility.
- Attend to visitors to and from the projects and partners.

**The ideal candidate who should be:**

Demonstrable driving and work experience in provision of driving services preferably in an international organization, Embassy or UN system with a demonstrated safe driving record. Experience in defensive driving is desirable.

**Jobholder Entry Requirements - *the essential knowledge, skills and behaviours required***

**Knowledge (Education & Related Experience):**

- Secondary school certificate with driving school training or equivalent; relevant experience or knowledge and skills

- Valid Class C driver's license and clean driving record
- Must be able to pass criminal background check
- Physically able to reach, stretch, bend, and sit for long periods of time during daily routine
- Previous professional experience driving preferred; training may be provided
- Experience of a professional driving role, ideally in an NGO environment
- Demonstrable driving and work experience in provision of driving services preferably in an international organisation
- Embassy or UN system with a demonstrated safe driving record
- Experience in defensive driving is desirable
- Computer literate – basic computer skills like use of word and excel packages

**Skills (Training or Competence):**

- Interpersonal, communication skills
- Able to work well alone
- Reliable and punctual with dedicated professionalism to job and duties
- Able to adapt to changing schedules or routines, organised and able to follow a schedule
- Excellent time management skills
- Able to assist staff/passengers when needed
- Focused on customer service
- Demonstrate safe driving practices

**Collaboration:**

- Builds and maintains effective relationships with colleagues, members and external partners and supporters
- Values diversity, sees it as a source of competitive strength
- Approachable, good listener

**Creativity and Integrity:**

- Develops and encourages new and innovative solutions
- Honest, encourages openness and transparency