JOB VACANCY: DRIVER

The Kenya Climate Innovation Center (KCIC) is a social impact organization operating in the climate space, committed to supporting micro and small enterprises and driven by innovation. KCIC provides incubation, capacity building services and financing to Kenyan entrepreneurs and new ventures that are developing innovative solutions in renewable energy and energy efficiency, water management, agribusiness, waste management, and commercial forestry in a bid to address climate change challenges.

KCIC is in its fourth year of implementation of the Agribiz programme which was rolled out in 2020 in eight (8) Business Incubation Hubs (BIH) in Kilifi, Machakos, Bungoma, Meru, Isiolo, Uasin Gishu, Kisii and Kiambu. The Agribiz program seeks to be a catalyst and enabler towards greater involvement of women and youth in agricultural and livestock value chains. The primary focus of the program is to provide a range of services needed for 2,400 women and youth owned early-stage agribusiness enterprises as well as Small and Medium Enterprises (SMEs).

The program focuses on delivery of four (4) services which constitute its core activities thus: (i), access to services and facilities; (ii), access to finance; (iii), business advisory and technical assistance, and (iv), access to information. Other general activities include awareness creation and the pursuit of an enabling environment for greater involvement of women and youth in agribusiness.

KCIC is recruiting for a driver to support the administration and logistics operations for the staff within the Central, Kiambu and Machakos Hubs. For consideration of this role, the applicants should have a valid driver’s license and a clean driving record with no traffic violations.

JOB DESCRIPTION

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<tr>
<th>Role Title:</th>
<th>Driver</th>
<th>Reports to:</th>
<th>HR and Admin Manager</th>
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<tr>
<td>Directorate</td>
<td>Corporate Services</td>
<td>Department/ Programme</td>
<td>HR and Admin</td>
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<td>Job Summary</td>
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The Driver is responsible for ensuring that the vehicle assigned is well maintained in good mechanical condition and planning for all authorized trips based on the road and traffic conditions to enhance safety and efficient transfers for increased customer satisfaction, and dependable transport system.

**Responsibilities**

1. Providing driving and logistic services allocated by the office for all official trips;
2. Mapping out driving routes ahead of time to determine the most expedient trip;
3. Developing and maintaining an organized travel schedule on a monthly basis in liaison with the Procurement and Logistics Officer and the Administrative Assistant;
4. Maintaining all the required motor vehicle traffic documents including insurance certificates and licenses as per the traffic Act;
5. Developing and maintaining a schedule for regular car service appointments and ensure any issue arising is reported;
6. Maintaining records for proper tracking of motor vehicle service intervals;
7. Maintaining records for motor vehicle movements and monthly utilization summaries;
8. Coordinating motor vehicle service at the recommended mileage (both minor and major service);
9. Monitoring payments for motor vehicle service as per accounts/departmental procedure;
10. Organizing for vehicle repairs in liaison with the Procurement and Logistics Office;
11. Maintaining and updating daily vehicle movement log and schedule and ensuring all trips are pre-authorized by the relevant officer before embarking on the trip;
12. Delivering official documents with confirmed, signed delivery books/acknowledgement notes as per schedule.

**Qualifications**

- Obtained D+ and above in KCSE or equivalent.
- A valid PSV Driver’s License
- Certificate of good conduct

**Experience**

- At least 3 years proven experience as a Driver in a reputable organization or donor funded programme;
- Mechanical knowledge of Motor Vehicles with basic knowledge in vehicle service and maintenance;
- Have basic knowledge in defensive driving;
- Demonstrate Driver competence;

**Functional Skills**
- Analytical Skills
- Decision making skills
- Mechanical skills
- Communication skills
- Organization and planning skills

Behavioral Skills

- Professionalism and integrity
- Interpersonal skills
- Innovation and creativity
- Reliability and adaptability
- Team player

How to Apply
Interested candidates are invited to complete the KCIC employment application form and send together with their up-to-date CV with their contact details, copies of academic and professional certificates, details of current and expected remuneration, the names of three professional referees and a cover letter demonstrating how you meet our requirements to hr@kenyacic.org. The subject of the email should be the position being applied for.

Closing date for applications Friday, 18th August 2023. Only shortlisted candidates will be contacted.

Kenya Climate Innovation Center is an equal opportunity employer.