



**Date of Issue: 27<sup>th</sup> October 2023**

## **Driver Job Advertisement**

**Job Title: Driver (1 post)**  
**Reports to: -Executive Assistant**  
**Direct Reports-Management**  
**Location: Kakamega**  
**Terms: One year Contract**  
**Start Date: 1<sup>st</sup> November 2023**

### **About us**

Anglican Development Services Western (ADSW) is the development arm of the Anglican Church of Kenya, Dioceses of Maseno North, Mumias, Butere, Bungoma, Katakwa and Nambale.

It has been involved in development work since the 1980s and was registered as a company limited by guarantee on 6<sup>th</sup> January 1997. ADS Western works with communities in western Kenya and environs from both low and high potential areas who have expressed interest in participating in development initiatives.

Engagement with these communities is through Common Interest Groups. The communities are from different socio-economic, ethnic and religious backgrounds and have varying concerns and priorities.

ADS Western programmes cover the four counties of Western namely; Kakamega, Vihiga, Bungoma, and Busia. Some projects also extend to other counties like Nandi, TransNzoia, Uasin Gishu, Kericho, Siaya, Kisii, and Nakuru counties.

ADS Western seeks to recruit a Driver to support the organizations vehicle management and driving.

### **JOB PROFILE**

We are looking for a Driver to transport persons and materials in a comfortable, safe and timely manner.

To be considered for this role, you should have a valid driver's license and a clean driving record.



## Roles and Responsibilities

- Ensure proper maintenance, function and safety of motor vehicles. Drive carefully and safely at all times in line with international driving standards, and checks to ensure that passengers, other road users and the vehicle in his/her care are safe.
- Ensure the vehicles are used for official purposes only unless with prior permission
- Ensure that all vehicle reports are duly approved and prepared on a monthly basis; records of mileage, fuel and maintenance costs made available to the supervisor on or before scheduled dates.
- Maintain assigned vehicle(s) in a clean and roadworthy state at all times
- Ensure that approval for repairs is always obtained before taking the vehicle to the garage.
- Responsible for the day-to-day maintenance of the assigned vehicle(s), check oil, water, battery, brakes, tyres, air pressure etc.,
- Performs minor repairs and arranges for other repairs to ensure that the vehicle is kept clean, functional and road worthy;
- Logs all trips, daily mileage, fuel consumption, oil changes, greasing etc
- Ensures that in the event of an accident, ADSW rules/policies and traffic regulations are followed;
- Carry out other office out-door messaging duties, collects and delivers mail and other communications from and to the post office, government agencies and other institutions;
- Manage the vehicles in a manner to ensure cost effectiveness
- Ensure to follow up on expiry of licenses and all other necessary motor vehicle documentations

## Required Qualifications

- ✦ O' level/KCSE Holder
- ✦ Must Possess a Valid driving license BCE
- ✦ A minimum of 5 years experience especially in the NGO set up
- ✦ Good communication skills: Be fluent in English Language, written and oral and a good command of Kiswahili;
- ✦ Certificate of good conduct not exceeding 6 months
- ✦ A letter from previous employer



- ‡ Any training and certification in community development or any relevant area of engagement within the ADS-W thematic focus is an added advantage.

### **Knowledge, Skills and Abilities**

- ‡ Cautious with defensive driving skills
- ‡ Must be a person with initiative and high moral integrity;
- ‡ A good team player;
- ‡ Mechanical Knowledge
- ‡ Willing to go beyond the call of duty
- ‡ Conversant with Organization Co-values, Mission and Vision
- ‡ A Christian of upright and moral standing in the community

### **Application procedure**

Interested persons are kindly asked to send their applications by email only with email subject as **Driver-Your Name** providing the following documents **to reach us not later than 3<sup>rd</sup> November, 2023 5.00 p.m.**

- ‡ Cover letter,
- ‡ Curriculum Vitae (CV)/Resume
- ‡ Two recommendation letters

### **Addressed to**

The Chief Executive Officer  
ADS Western,  
P.O Box 2830-50100 **Kakamega**  
email to [recruitment@adswestern.org](mailto:recruitment@adswestern.org)

### **NB**

- ‡ Canvassing will lead to disqualification.
- ‡ Only shortlisted applicants will be contacted.

