



JOB ADVERTISEMENT-CASUAL DRIVER

Issue Date: 19th June 2025

Job Title: Casual Driver (On call-basis)

Duty Station: KAKAMEGA

Reports to: Transport and Logistics Officer

BACKGROUND

Anglican Development Services Western is a church-based development organization whose aim is to facilitate poor rural communities in Western Kenya to realize sustainable socio-economic development. It is the development arm of the six (6) dioceses of the Anglican Church of Kenya Western Province. These dioceses are Bungoma, Butere, Katakwa, Maseno North, Mumias and Nambale.

Job Purpose: ADS-W is seeking to recruit Casual Drivers who will support in driving the organizations vehicles.

Duties & Responsibilities

The Casual Drivers who will perform the following duties:

- Safely drive staff, visitors, and goods to various destinations as required.
- Ensure the assigned vehicle is clean, well-maintained, and fueled; conduct routine checks and report any issues promptly.
- Maintain accurate records of trips, mileage, fuel consumption, and any incidents or accidents.
- Adhere to all traffic laws, safety regulations, and organizational policies.
- Assist with loading and unloading of goods; perform other duties as assigned by the supervisor.

Relevant educational background, experience and skills:

- Minimum of Kenya Certificate of Secondary Education (KCSE) or equivalent.
- At least 5 years of professional driving experience, preferably in an NGO or similar environment.
- Valid Kenyan driving license (Classes B, C, E); Certificate of Good Conduct.



- Knowledge of basic vehicle maintenance; excellent driving record; familiarity with Western and surrounding areas.
- Strong communication skills; ability to work independently and as part of a team; flexible and adaptable.

Interested applicants are encouraged to submit the following documents addressed to the Chief Executive Officer via email only to: **recruitment@adswestern.org** by **30th June 2025 by 5pm EAT with reference number:- ADSW/CD/2025 in the subject line** of your email. Cover letter in PDF specifying how you meet the mandatory requirements, your motivation in applying and what you hope to bring to ADS-W (2 pages max) and an updated CV in PDF.

Please note, only shortlisted candidates will be contacted.