



## **JOB ADVERTISEMENT-CASUAL DRIVER**

**Issue Date: 19<sup>th</sup> 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 fill and submit the following form by **30<sup>th</sup> June 2025 by 5pm EAT**: <https://forms.gle/adgCjgqRXPtMq4C9>

**Before you proceed, have the following document save on your PC or Phone**

1. Cover letter in PDF specifying how you meet the mandatory requirements, (Label your cover letter in this format e.g ‘**Cover letter-Joe Njue**’)
2. Your motivation in applying and what you hope to bring to ADS-W (2 pages max) (Label your Motivation Letter in this format e.g ‘**Motivation-Joe Njue**’) and
3. An updated CV in PDF. (Please label your CV in this format eg ‘**CV-JOE NJUE**’ ‘**RESUME-JOE NJUE**’)

*Please note, only shortlisted candidates will be contacted.*