

**JOB DESCRIPTION**

**JOB TITLE: DRIVER/OFFICE ASSISTANT**

<b>POSITION</b>	Driver/Office Assistant
<b>REPORTS TO</b>	<ul style="list-style-type: none"> <li>Human Resources &amp; Administration Officer</li> </ul>
<b>LOCATION</b>	<ul style="list-style-type: none"> <li>Nairobi</li> </ul>
<b>PURPOSE</b>	<ul style="list-style-type: none"> <li>The purpose of this position is to provide driving, messenger, and administrative services to staff that contribute to the fulfillment of the core mission of Habitat for Humanity Kenya of building and renovating houses that ensure families live in decent houses and decent communities</li> </ul>
<b>RELATIONSHIP WITH OTHER DEPARTMENTS</b>	<ul style="list-style-type: none"> <li>All departments and staff</li> </ul>
<b>DUTIES</b>	<p><b>Driving</b></p> <ul style="list-style-type: none"> <li>Under the supervision of the Human Resources Officer, ensure the smooth transportation of staff and resources to as required.</li> <li>Ensure that organizational vehicles are well maintained, and serviced regularly</li> <li>Reporting and ensuring the compliance of assigned vehicle with all statutory and maintenance required.</li> <li>Ensure all travel authorization before any trip</li> <li>Ensure that only authorized persons/goods are carried in the assigned organizational vehicle.</li> </ul> <p><b>Messenger Services</b></p> <ul style="list-style-type: none"> <li>Deliver letters, parcels, documents to various offices and locations as directed by the Human Resources &amp; Administration Officer.</li> <li>Pay bills and undertake other chores as directed.</li> </ul> <p><b>Administrative Services</b></p> <ul style="list-style-type: none"> <li>Produce copies and dispatch documents to regions as required</li> <li>Filing of office documents</li> <li>Ensure cleanliness of the office.</li> <li>Perform any other duties as requested by your supervisor.</li> </ul>
<b>KEY PERFORMANCE MEASURES / INDICATORS</b>	<ul style="list-style-type: none"> <li>Well maintained vehicles</li> <li>No accidents</li> <li>All documents filed</li> </ul>
<b>RESOURCES AVAILABLE TO THE JOB HOLDER</b>	<ul style="list-style-type: none"> <li>Company vehicles</li> <li>Keys</li> </ul>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>KCSE / O' level Form Four certificate with a mean grade of C</li> <li>A clean driving license - Class BCE</li> </ul>
<b>KNOWLEDGE, SKILLS &amp; ABILITIES REQUIRED</b>	<ul style="list-style-type: none"> <li>Excellent English and Kiswahili communication skills- both oral and written</li> <li>Candidates with craft certificates or additional qualification will have an added advantage</li> <li>A certificate of good conduct</li> <li>Good Vision: You will have to watch everything on the road for potential collisions, accidents and mishaps.</li> <li>Punctuality: Drivers are expected to get to their destination on time, thus being able to manage your time wisely.</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>5 years continuous and accident free driving</li> </ul>
<b>OTHER INFORMATION</b>	<ul style="list-style-type: none"> <li>Frequent travel to the regions</li> </ul>

	<ul style="list-style-type: none"> <li>• Honesty</li> <li>• High level of integrity</li> <li>• Able to work long hours</li> </ul>
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	Name:	Signature:	Date:
<b>Received by:</b>			
<b>Witnessed by: Supervisor</b>			
<b>Head of Department:</b>			
<b>Authorized by Country Director</b>			