

Job Announcement

GNI is an international humanitarian and development NGO in general consultative status with the United Nations Economic and Social Council (UN-ECOSOC) established in 1991. GNI has made great strides in its mission to eradicate poverty and provide a better quality of life to people around the world through community development project. We provide help and expertise through relief and development projects in the areas of education, health service, income generation, local community mobilization, child rights protection, and sustainable development projects.

GN Kenya is seeking **transparent, passionate and qualified** candidate to fill the position of a *Driver*

Location: Head Office (Ruiru, Kiambu County)

Employee Terms: Fixed Term contract

Key Responsibilities

- Provide safe transportation for all passengers in the vehicle.
- Respect and obey all traffic laws and also adhere to KGN vehicle policies and procedures.
- Maintain daily Vehicle log record that is mileage and purpose.
- Maintain cleanliness of the vehicle both inside and outside at all times.
- Security and safety of the vehicle should also be considered.
- Transportation of project visitors and beneficiaries as required by the project management.
- Provide assistance with loading and unloading of the car.
- Perform any other duties assigned to them e.g. grounds man and storekeeper duties

Qualifications and skills

- Must be at least 28 years of age with experience of at least 5 years.
- Current driving license free from current endorsements and valid for all the classes of vehicles which the candidate is required to drive including lorry.
- Accident-free record within the last five (5) years.
- Experience in driving and familiarity through urban and rural terrain preferred.
- Demonstrated punctuality, attention to detail, professionalism, patience, good humor, flexibility, and overall positive attitude.

- Thorough knowledge of driving rules and regulations and be conversant with the Road Safety Code.
- Good communication and problem-solving skills.
- Oral and written English language fluency.

Please send your applications enclosing Certificates, testimonials and resume stating current and expected remuneration on or **before 9th June 2024** to administration@goodneighbors.ke .

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