



## Job Announcement

Good Neighbors International (GNI) is an international humanitarian and development NGO established in 1991, and it is in general consultative status with the United Nations Economic and Social Council (UN-ECOSOC). 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 projects.

Kenya Good Neighbors (KGN) was established in Kenya in 1995. Kenya Good Neighbors implements Community Development Projects by supporting the stable and self-sufficient development of the communities through interventions in education, health, water and sanitation, income generation, advocacy, environment, climate change and emergency relief. KGN is currently operating projects in 9 counties, namely, Nairobi, Kiambu, Embu, Kajiado, Narok, Kisii, Siaya, Marsabit, and Turkana Counties.

GN Kenya is seeking ***transparent, passionate and qualified*** candidates to fill the position of ***DRIVERS IN DIFFERENT KGN OFFICES.***

**Location:** Kajiado, Narok, Siaya, Ruiru

**Employee Terms:** Fixed Term contract

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### Key Responsibilities

- Commitment to safety practices and regulations, ensuring the well-being of passengers and cargo.
- Respect and obey all traffic laws and also adhere to KGN vehicle policies and procedures.
- Emergency response- Being prepared to handle emergencies.
- 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 visitors and beneficiaries as required by project management.
- Provide assistance with loading and unloading of the car.

### **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, flexibility and adaptability, and overall positive attitude.
- Thorough knowledge of driving rules and regulations and be conversant with the Road Safety Code.
- Knowledge of vehicle maintenance- Basic understanding of vehicle maintenance and repair, including how to perform routine checks and minor repairs.
- 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 3<sup>rd</sup> February 2025*** to [administration@goodneighbors.ke](mailto:administration@goodneighbors.ke)

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