



JOB DESCRIPTION

IDENTIFICATION	
JOB TITLE	Project Driver
REPORTING TO	Project Manager
DEPARTMENT	Population Health and Environment (PHE)
DUTY STATION	Nairobi, Kenya
DURATION OF CONTRACT	One-year (renewable)

BACKGROUND

Amref Health Africa was founded in 1957 and has since grown to become the largest African-based international health development organization, currently implementing more than 180 programs, reaching more than 40 million people across 35 African countries, and a staff complement of over 2,000. Headquartered in Nairobi, Kenya, Amref Health Africa has offices in ten African countries – Burkina Faso, Ethiopia, Guinea (Conakry), Kenya, Malawi, Senegal, South Sudan, Tanzania, Uganda, and Zambia. An additional eleven advocacy and fundraising offices are located in Europe and North America.

Amref Health Africa is driven by its vision of *'Lasting health change in Africa'* and its *mission 'To catalyze and drive community-led and people-centered health systems while addressing social determinants of health.'* We believe that the power to transform Africa's health lies within its communities and therefore strive to ensure that health systems are not only functional but communities are empowered to hold these systems accountable for delivering of quality and affordable health care.

OVERVIEW OF THE NEGLECTED TROPICAL DISEASE PROGRAM

The Neglected Tropical Diseases (NTD) Program at Amref's Kenya Country Office supports the Ministry of Health and county governments across various counties in Kenya in implementing interventions on various NTDs, including Lymphatic Filariasis (LF), Soil-Transmitted Helminths (STH), Schistosomiasis (SCH), Visceral Leishmaniasis (VL) and Snake Bite Envenoming (SBE). LF and VL have been earmarked for elimination as public health problems by 2030, whereas SCH has been earmarked for elimination as a public health problem in areas where elimination is feasible but control in areas where elimination is not feasible. STH has been fully earmarked for control.

The Program is also working with other stakeholders to develop its NTDs Big Bet Agenda, which focuses on eliminating LF, VL, and SCH across all endemic regions of Kenya, which will catalyze additional evidence-based and cost-effective programmatic investments.

JOB PURPOSE

Under the supervision of the Project Manager, the job holder will support and provide safe and reliable transportation service to the Visceral Leishmaniasis project team.

DUTIES AND RESPONSIBILITIES

- Prepare the vehicle for each trip in advance
- Confirm that all necessary tools and equipment for the trip are loaded into the vehicle.
- Adhere to the prescribed speed limits.
- Complete all required trip documentation and obtain necessary authorizations prior to departure.
- Keep the assigned vehicle clean and well-maintained at all times.
- Regularly inspect the vehicle's condition, including tire pressure and oil levels, before each trip.
- Follow the vehicle's service schedule diligently.
- Stay vigilant for any potential mechanical issues.
- Ensure timely and cost-effective repairs when necessary.
- Maintain accurate and up-to-date reports of work tickets.
- Prioritize passenger safety at all times.
- Ensure that the vehicle meets all required registrations, licenses, and inspections, with the relevant documentation always available.
- Verify that seat belts are functional and ensure all passengers wear them throughout the journey.
- Obey all traffic rules and regulations.
- Ensure personal adherence to the Government Traffic regulations.
- Report incidents and follow the organization's rules and procedures accordingly.
- Keep accurate and up-to-date records of vehicle work tickets and fuel requisitions.

REQUIRED QUALIFICATIONS

- Minimum "O" level education (Form 4 certificate).
- At least three (3) years of driving experience with a proven good track record. NGO experience is a plus.
- MUST possess a valid driving license.
- Knowledge of basic mechanics is an added advantage.
- Certificate in basic computer applications.
- Fluency in both oral and written English and Kiswahili, with the ability to follow instructions.
- Strong time management skills.
- Flexibility and adaptability.
- Good understanding of various vehicle parts.
- Ability to identify and implement necessary precautions and preventive measures for proper vehicle maintenance.
- Willingness to occasionally work after office hours, while maintaining a positive and enthusiastic attitude.
- Excellent interpersonal skills.
- Be well organized.

WORK ENVIRONMENT

- The role involves a significant amount of field work and travel.

HOURS OF WORK

- Normal Working hours but will periodically be required to work outside working hours.

HOW TO APPLY

Interested? Please visit our website <https://amref.org/vacancies/> to make your application. You will be directed to our online portal where you will need to create an account in order for you to be able to submit your application. Your application should include a cover letter detailing why you are the best fit for this position and your CV with relevant skills and experience. Closing date will be **October 4th 2024**. Only shortlisted candidates will be contacted.

Duly note that Amref Health Africa does not require applicants to pay any money at whatever stage of the recruitment and selection process and has not retained any agent in connection with recruitment. Although Amref may use different job boards from time to time to further spread its reach for applicants, all open vacancies are published on our website under the Vacancies page and on our official social media pages. Kindly also note that official emails from Amref HealthAfrica will arrive from an @amref.org address.

Amref Health Africa is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. Amref Health Africa is an equal opportunity employer and has a non-smoking environment policy.