



VACANCY ADVERTISEMENT

SOS Children's Villages in Kenya is a member of the SOS Children's Villages International (CVI) Federation. SOS Children's Villages in Kenya is a child-focused Non-Governmental Organization established in 1973 to provide care and support to children who have lost or are at risk of losing the care of their biological family.

The organization's vision is "Every child belongs to a family and grows with love, respect, and security" and its programs are driven by the mission of "building families for children in need, helping them shape their own futures and sharing in the development of their communities". In this regard, the organization works to reduce poverty; increase access to quality education and decent work; reduce inequalities, and build strong institutions in line with Sustainable Development Goals (SDGs) 1, 4,8,10, and 16. This is done through programs that are geared towards addressing the political, economic, health, and socio-cultural root causes of child vulnerability and family separation. The programs focus on Alternative Care, Family Strengthening, Youth Empowerment, Education, Health, Advocacy and Humanitarian Action.

SOS Children's Villages in Kenya implements programmes in five (5) of Kenya's 47 Counties namely Nairobi, Mombasa, Uasin Gishu, Kisumu and Meru. We seek to recruit suitably qualified person to fill the position of **Driver, Eldoret**

DRIVER (1) ELDORET LOCATION

Job Summary: Reporting to the Program Administrator, the driver is responsible for meeting transportation needs when required for the Children's Village. In doing so, he/she carries an important responsibility of being entrusted with the lives of personnel and sometimes visitors. In all her/his work, she/he should present a good role model.

Key performance areas and main responsibilities:

Fulfils the Transport Needs of the location

- Carries out the driving requirements of the project as directed by the Program Administrator, who is responsible for coordinating vehicle use. This includes conveying the project staff to the various places they may need to visit in the course of their work, efficiently and safely. S/he also drives the organisation's vehicles to all assigned places, delivering and picking up mail & other items as directed.
- Conduct trips using the shortest possible route. Avoids unnecessary deviations and multiple trips to minimize mileage and time wastage.
- Records all trips in the vehicle mileage logbook

Note: Use of SOS Children's Villages in Kenya vehicles for personal trips is strictly prohibited.

Ensures the Safety of the Staff

- Drives safely at all times, to protect the safety of staff, visitors and children.
- Complies to all traffic regulations and stops only where it is safe to do so.
- Follows the correct procedure in the event of an accident. Notifies the Project Manager and appropriate authorities immediately, and renders assistance where necessary.

Maintains the Safety and Security of vehicles

- Performs complete visual safety checks of the vehicles before driving on a daily basis, completing daily pre and post-trip checklists. Regularly checks lights, indicators, brakes, tyre pressure, oil, battery, and radiator.
- Reports any defects to the Program Administrator and ensures that all necessary servicing is performed by reputable agencies.

- Ensures vehicles are kept in good working order. Possesses manual dexterity for using tools for general maintenance.
- Does simple general maintenance as required on the vehicle
- Report any needed repairs, and delivers the vehicle to the repair site
- Maintains the cleanliness of vehicles by regularly washing the interior and exterior.
- Reconciles fuel bills before sending to Accounts Department for payment processing
- Keeps records of maintenance work done on the vehicle.

General

- Provides a good role model for the SOS Children's Villages.
- Carries out all duties in an exemplary manner.
- Ensures vehicles have sufficient fuel at all times and records mileage for each trip made

Formal qualifications & Experience Requirements

1. **Kenya Certificate of Secondary Education.**
2. At least **5 years working experience** working with projects in Non - Governmental Organizations
3. MUST have PSV License
4. Must have thorough knowledge of traffic laws and traffic patterns is desired.
5. A valid driving license free from any current endorsement (s) for classes of the vehicles the driver is required to drive.
6. Knowledge of driving a school bus is highly recommended
7. A **Defensive Driving Certificate** from the **Automobile Association of Kenya (AA)** or its equivalent qualification.
8. A **Valid certificate of Good Conduct**
9. A **First Aid Certificate Course** lasting not less than one week from St Johns Ambulance or any other recognized institution.
10. **Occupational Trade Test III Certificate**

Child Protection Policy

SOS Children's Villages Kenya takes (Child safeguarding and Asset safeguarding) very seriously it is your responsibility to ensure you understand and comply with the child safeguarding and Asset safeguarding policies of the Organization. You must sign the Organization's child safeguarding compliance form alongside this Contract. To show your acceptance of the terms of service and the Child safeguarding and Asset safeguarding policies.

Data Protection Policy

At all times, ensure that the personal data of donors, sponsors, SOS Children's Villages in Kenya beneficiaries and their families, co-workers, suppliers, Board members, contractors and other stakeholders is handled confidentially and by prevailing SOS-Kinderdorf International data protection laws and Kenya's legal frameworks on Data Protection.

How to Apply

If you believe your experience, competencies and qualifications match the job and role specifications described; send a Cover Letter & updated CV in PDF with details of 3 traceable referees one of which must be immediate former employer to recruitment@soskenya.org addressed to the **Human Resource Manager** to reach us on or before **14th April 2024**.

Only shortlisted candidates will be contacted

A loving home for every child

SOS Children's Villages holds strict child safeguarding principles and a zero-tolerance policy for conducts of sexual harassment, exploitation and abuse in the workplace and other places where the organization's activities are rendered. Parallel to technical competence, recruitment, selection and hiring decisions will give due emphasize to assessing candidates value congruence and thorough background checks, police clearance reference check processes. SOS Children's Villages is an equal opportunity employer and its Recruitment Policy addresses itself to the core values of best practice, diversity and equality.