



THE
LUTHERAN
WORLD
FEDERATION

Department
for World Service

member of **actalliance**

<https://kenyadibouti.lutheranworld.org/>

Vacancy

Position: Driver.

Responsible to: Logistics Officer

The project Driver will be based in Dadaab Refugee Camp. He/ She will be responsible for and not limited to provision of reliable and secure driving services by driving office vehicles for the transportation of authorized personnel, delivery and collection of cargo/ mail, documents and other items as directed by the supervisor.

Key Responsibilities

1. Takes care of the day to day maintenance of the assigned vehicles, checks oil, water, battery, brakes, tires etc; performs minor repairs and arranges for more technical repairs.
2. Ensures that the vehicle is clean all the time.
3. Follows required rules and regulations in cases where the vehicle is involved in an accident.
4. Applies good judgment in the context of assignments given.
5. Meets official personnel at the airport deals effectively and tactfully with officials and visitors.
6. Ensures cost-savings through proper use of vehicle and accurate maintenance of daily vehicle logs.
7. Reporting on the condition of the vehicle to the Logistics officer.
8. Daily recording of the vehicle movement by filling in the vehicle work ticket (log book) and mileage.
9. Transporting of LWF goods and or materials as authorized by your supervisor
10. Observing traffic rules at all-time both within the camp and outside the camps.
11. Writing report on usage of vehicle in terms of fuel consumed lubricants and trips made.
12. Maintaining proper care to all staff being ferried and or any goods or equipment being transported.
13. Communication of the radio & monitoring of security situation of the area.
14. Making sure the vehicle is well equipped with tools & spare tires.
15. Due to the nature of work, the incumbent is expected to be reachable on call 24 hours in the event of any emergency.

Working Conditions

The position is based in Dadaab. This is a non-family work station. Hot weather is prevalent throughout the year with limited basic amenities. Road movement between the work station and Garissa as well as inter-camp movement must be under police escort (scheduled convoys), with strict adherence to safety and security instructions all the time.

Qualifications, Experience and Competencies

1. High school/O-Level Certificate or equivalent.
2. A minimum of five years of progressive relevant work experience in provision of driving services.
3. Valid driving license with safe driving record.
4. Hands on experience on heavy duty and light duty passenger vehicles.

Language: English and Kiswahili are the working languages. For this post, fluency in English (both oral and written) is required.

Personal Attributes

1. Excellent organizational and communication skills
2. Excellent team player
3. Integrity

Applications should reach the undersigned by close of business on 18th July 2018, with reference **Driver** and must include full contact details of 3 referees.

The Human Resource Officer, Lutheran World Federation Kenya-Djibouti,
Email: lwf.dadaab@gmail.com

Only shortlisted candidates will be contacted.

For more details, visit our website: <https://kenyadjibouti.lutheranworld.org>
"LWF World Service is an equal opportunity employer, irrespective of gender, race or religious affiliation.

LWF World Service is a signatory to the Code of Conduct for humanitarian agencies.
Our recruitment and selection procedures reflect the organization's commitment to the prevention of abuse and exploitation of beneficiaries."

LWF World Service aims to be a child safe organisation.