



## VACANCY ANNOUNCEMENT DRIVER

<b>Organization</b>	Adeso - African Development Solutions, <a href="http://www.adesoafrica.org">www.adesoafrica.org</a>
<b>Position Title</b>	Driver (One (1) Position Based in Nairobi, Kenya)
<b>Reporting To</b>	Senior Operations Officer
<b>Working With</b>	Field and Nairobi Staff
<b>Program/Duty Station</b>	Nairobi
<b>Duration</b>	One (1) Year
<b>Starting Date</b>	Immediately

### ORGANIZATIONAL CONTEXT

Adeso, formally known as Horn Relief, is an expanding and vibrant African based international development and humanitarian organization. At Adeso, we work with African communities who are yet to realize their full potential; working inside these communities to create environments in which Africans can thrive. Our belief that economic, social and environmental security is the bedrock of a healthy community drives the nature and intent of our programming. We work to prevent and overcome situations that adversely affect community well-being by: reinvigorating the economy, developing skills for life and work, providing humanitarian aid, and influencing policy.

For the past 20 years we have strengthened rural livelihoods through environmental awareness, training, technology transfer and innovative humanitarian projects in pursuit of a peaceful, self-reliant, and greener future. Currently, Adeso has programs in Somalia, Kenya and South Sudan. Our current donor portfolio includes the European Commission, USAID, SIDA, CIDA, UNICEF, and the Government of Netherlands, among others.

Adeso is an exciting and dynamic organization experiencing managed rapid growth. It offers sound employment conditions with opportunities for personal growth and development.

### MASTERCARD INTERNATIONAL

MasterCard International was established in 1966 as a cooperative of US banks in order to create the basic infrastructure and governance to allow bank credit cards to be issued by individual banks with limited geographical reach but be accepted by merchants nationally and eventually globally.

The MasterCard Labs for Financial Inclusion is the seventh in a series of MasterCard Innovation Hubs and it is also the first Lab in Africa and the first to focus exclusively on financial inclusion. With the support of the Bill and Melinda Gates Foundation, the Lab seeks to impact more than 100 million people by bringing together MasterCard's innovation and global financial inclusion capabilities under one roof, combining these with local expertise and insight.



The iHub, founded in 2010, is a globally-recognized organization that is deeply steeped in the local tech innovation culture. The iHub has been both the main catalyst for regional tech acceleration and a role model for tech hubs across emerging markets.

They serve the tech community, by connecting organizations and people, building market relevant solutions and being ahead of the curve of innovation. Since its founding iHub has supported the creation of more than 100 start-ups, employed more than 1,000+ individuals, and reached more than 200,000 people through communications outreach. IHub strives to become the best African support system for ICT-focused tech entrepreneurs and individuals who aspire to tackle large-scale challenges by creating an environment of trust and experimentation that facilitates the growth of entrepreneurs and their companies with the acknowledgement that this is only possible with strong partnerships. IHub ensures it uses a culture of inclusivity to include those traditionally left out in society.

The three agencies for the AIM Consortium or the DEPP Lab Consortium. The AIM Consortium has a combination of more than 50 years' experience connecting organizations and people, building market relevant solutions and being ahead of the curve of innovation. Community connectedness is one of the Lab's key advantages. We are able to convene a community around the issues of disaster, emergency preparedness and innovation. We continuously invigorate a vibrant community of innovators and entrepreneurs able to build globally competitive companies, while solving the myriad of problems present in Africa and across the developing world. We develop people by providing an environment that allows them to visibly grow in their technical and non-technical skills, and critically, act as a connector, allowing world captains in business and technology to meet with aspiring entrepreneurs fresh from high school.

#### **DEPP LAB PROJECT**

The DEPP Lab project is a twenty-two (22) months project being implemented by the AIM-DEPP Lab Consortium whose objective is to increase preparedness and resilience of disaster-prone communities in Garissa and Marsabit counties of Kenya by drawing on their deep knowledge of pastoralist communities.

The Consortium will undertake activities to meet the objective by utilizing the Consortium members' in house experience in managing labs and proven innovation methodology. The project will build up communities' capacities to identify and evaluate the risks related to natural disasters and innovative mitigation measures to address these gaps.

The Consortium will identify and reinforce existing disaster coping mechanisms and refine new contingency measures emerging from the target communities. The Consortium will also ensure participation of rural communities at the village level rather than focus on urban issues, as an innovation labs need to.

#### **POSITION SUMMARY**

Under the direct supervision of the Senior Operations Officer, the Driver will be responsible for supporting all logistics processes, including purchasing, warehousing, communications and transport, as well as the related administrative procedures, for Adeso operations.

#### **POSITION PURPOSE**

- To carry out the necessary daily and weekly check-ups as specified in program transport or vehicle policy.
- To provide day-to-day logistics and administrative support such as supporting finance on banking matters, photocopying, filing and other related activities, as may be required.



- To ensure correct loading of the vehicle, considering the maximum loading capacity, proper distribution and securing of the load.
- To undertake general finance related duties and assist the Logistics team in the processing of payment

#### **SPECIFIC ROLES AND RESPONSIBILITIES**

- To support staff movements as may be required and in close liaison with the Senior Operations Officer and to manage movement schedules.
- To run errands including collection and delivery of mail, official documents, visas, etc.
- To keep the vehicle assigned to him/her clean and road-worthy.
- To refuel the vehicle whenever necessary or when the level gets below half of the tank capacity.
- To ensure the safe parking, whenever possible in an Adeso compound, of the vehicle at night, during breaks and when it is not in use.
- To verify the presence at all time in the car of the vehicle log book, discharge of responsibility forms, the tools and spare parts as mentioned and signed for by him/her in the log book, a complete first aid kit and spare tires in good condition.
- To ensure that H&S standards relating to transport and vehicle management are adhered to at all times.

#### **LOGISTICS SUPPORT**

- To support the Logistics team with obtaining the quotations and other related documentation.
- To undertaking program related duties such as organizing workshops, booking workshop venues, booking staff accommodation, etc. in line with Adeso financial and logistics procedures, H&S Standards and values to cost-effectiveness.
- To carry out logistics duties relating to stores, loading and offloading of the vehicle considering the maximum capacity, distribution, etc.
- To provide timely information of vehicle maintenance and to ensure that repairs are done on time at all times; carry out routine checks of oil, water and battery fluids and to ensure that vehicles are road worthy and mechanically sound.
- To ensure that all the necessary documents are available and up to date in the vehicle (insurance, Adeso Vehicle log Book, tool kit, spare parts, spare tires, first aid kit and fire extinguisher)  
To be aware of radio procedures and operations.
- To be aware at all times of the security guidelines for the related journey.
- To ensure that vehicles are prepared for all official journeys. To conform to Adeso's safety guidelines when driving vehicles.
- Before any journey is undertaken to ensure that all persons aboard the vehicle understand the radio operations and understand the security guidelines for the related journey.
- Is responsible for the H&S of the passengers and ensure that seat belts are used at all times.
- To adhere to Adeso's rules and regulations governing the management of fleets (report any misuse, accident and/or damage involving Adeso vehicles; drive at Adeso speed limit of 80 Km/Hour and drive with consideration for safety of passengers; correctly maintain the vehicle with details of each journey; refuel the vehicle whenever it is necessary, or when the level gets below half tank; keep vehicle assigned to him/her clean and road worthy; parking the vehicle in secure and safe places at all times).



## MECHANICAL

- To immediately report any technical failure or damage and need for maintenance to the appropriate member of staff, and to note details in the vehicle log book.
- To keep track of the scheduled service time of the vehicle, in order to make sure that servicing is performed in time.
- To accurately fill in the vehicle log book after performing service checks and/or repair activities to the vehicles.
- To understand the correct way in operating the vehicle winch.

## SKILLS AND QUALIFICATIONS

### ESSENTIAL

- A valid Kenyan driving license.
- Knowledge of road safety and car maintenance.
- Ability to drive a range of vehicles and having related valid and clean driving permit.
- At least five (5) years of experience as a professional driver.
- Knowledge of basic mechanics and workings of vehicles.
- Good communication skills and organizational skills.
- Ability to represent Adeso to visitors and knowledge of Adeso and its work.
- Ability to manage own time and oversee basic processes.
- Ability to work as part of the team

### OTHER

- Commitment to Adeso's philosophy, aims and policies (especially gender relations).
- Uphold Adeso Values at all times.
- Robust energy and interpersonal skills at high level.
- Working at community level and with NGOs.
- Proactive and risk mitigation drive.
- Self-confidence, maturity and ability to co-operate with a wide variety of people.
- Ability to work on own initiative, under pressure and to meet deadlines.
- Personal commitment to working as reliable, honest, and trustworthy member of a team.
- Enthusiasm for good working practices and ability to analyze and improve systems.
- Tact/diplomacy.
- Ability to work effectively in a culturally diverse organization.
- Able to travel away from Nairobi for periods of 1-2 weeks.
- Willingness to travel and able to cope with difficult conditions.

## APPLICATION PROCESS

This is a challenging opportunity for a dedicated and highly motivated professional. If you would like to join this dynamic team, please submit your application to [jobs@adesoafrica.org](mailto:jobs@adesoafrica.org), quoting “**Driver**” in the email subject matter, by **6<sup>th</sup> February, 2017**.



Each application should be addressed to HR Manager and include the following:

- An updated CV with updated contact details: Phone No., Email Address and Skype ID; and
- An application letter which should include cover letter, previous remuneration history and expected remuneration and contact information for three work-related referees.

**Applications not including all of the above information will not be reviewed. Only short-listed candidates will be contacted. Adeso is an equal opportunity employer and does not discriminate based on one's background, beliefs, gender or sexual orientation.**