

VACANCY ANNOUNCEMENT

Position: Professional Driver
Reporting to: Programs Coordinator
Duration: 12 months, renewable
Location: Mombasa

Job Summary

Haki Centre Organization (HCO) is a Kenyan civil society organization working to promote justice through rights education and advocacy, peacebuilding, socioeconomic interventions, and legal empowerment. We are seeking a reliable and experienced Professional Driver to join our team. The ideal candidate will ensure the safe and efficient transport of employees and materials, ensuring the smooth operation of our projects. In addition to driving responsibilities, the ability to undertake additional tasks related to our mission is highly valued and considered an advantage.

Duties and Responsibilities:

- Safely transport staff and materials to various locations including project sites, meetings, and events.
- Ensure the vehicle is maintained in excellent condition, including regular servicing and cleanliness.
- Conduct pre-trip and post-trip inspections to ensure vehicle safety and performance.
- Plan and optimize travel routes to avoid delays and ensure timely arrivals.
- Adhere to traffic laws, safety regulations, and HCO policies.
- Handle emergency situations calmly and efficiently.
- Maintain accurate records of vehicle usage, mileage, fuel consumption, and maintenance.
- Coordinate transportation schedules for staff and beneficiaries, ensuring efficient use of resources.
- Assist with administrative tasks such as data entry
- Support programs with miscellaneous tasks such event setup, crowd management, filling out document application forms, community sensitization etc.
- Provide backup support in the event of an emergency or high-demand situation.
- Participate in training and development programs to enhance skills relevant to additional roles.

Qualifications

- Valid driver's license [Class B3] with a clean driving record.
- Proven experience as a professional driver preferably with an NGO.
- Certifications in defensive driving and first aid are desirable but not mandatory.
- Strong knowledge of local traffic laws, routes, and safety procedures.
- Excellent communication skills and ability to interact with our stakeholders professionally.
- Ability to handle basic vehicle maintenance and troubleshooting.
- Experience in any of procurement of goods and services, community engagement, and administrative support is an advantage.

If you meet the above qualifications, please send your application to the Executive Director through jobs@hakicentre.org, copying procurement@hakicentre.org. Applications can also be dropped off physically at our offices located at Msaada Avenue off Tom Mboya Road, Tudor, Mombasa, by October 10, 2024.

Please note that HCO has zero tolerance for sexual exploitation and abuse. Protection from Sexual Exploitation and Abuse (PSEA) is everyone's responsibility, and all staff are required to adhere to the PSEA Code of Conduct and child safeguarding policy at all times (both during work hours and outside work hours). Familiarization with and adherence to PSEA policy is an essential requirement of all staff, in addition to related mandatory training. As part of your application, please include a self-declaration confirming that you have never been subject to sanctions (disciplinary, administrative, or criminal) arising from an investigation in relation to SEA.