



Position Title: Drivers (2)

Location: West Pokot

Organization: Perur Rays of Hope

Duration: 1 year, renewable

Background: HER Lab Program operates in rural areas in West Pokot to provide critical support and services to local communities. Efficient and reliable transportation is essential for the success of our programs, enabling staff and participants to travel safely between various locations.

Purpose: The Driver is responsible for providing transportation services, ensuring the safety and comfort of passengers, and supporting the logistical needs of Perur Rays of Hope, the Global Give Back Circle and their partners. This role is crucial in facilitating the smooth operation of our programs and ensuring timely and safe travel for all stakeholders.

Scope of Work:

1. Transport Services:

- Provide transport for staff and program participants to and from project sites, meetings, and other activities as required
- Ensure timely and safe pick-up and drop-off services. at all times.
- Assist passengers with loading and unloading of materials or equipment as needed.

2. Vehicle Management:

- Conduct regular vehicle inspections and maintenance to ensure it is in good working condition
- Maintain cleanliness and operational readiness of the vehicle.
- Ensure compliance with all safety protocols and traffic regulations to ensure safety of passengers
- Report any mechanical issues or necessary repairs to the Assistant Program Manager.

3. Logistics Support and operations:

- Assist with the delivery and collection of goods, packages, supplies, and documents as required.
- Support the logistics team with inventory management and deliveries.
- Support the logistics team in managing inventory and supplies.



- Participate in team meetings and training sessions as needed.

4. Record Maintenance:

- Keep a record of vehicle maintenance, repairs and servicing
- Report any issues or incidents promptly to the Logistics Coordinator.
- Maintain a log of all trips, including departure and arrival times, mileage, and purpose of the trip.
- Keep track of fuel consumption and report any discrepancies.
- Ensure all vehicle documents (insurance, registration, etc.) are up to date.

5. Emergency Response:

- Be prepared to respond to emergencies and provide transportation during unexpected situations.
- Follow established protocols for emergency situations.

Deliverables:

- Daily transportation log.
- Monthly vehicle maintenance report.
- Incident reports as needed.
- Support for logistics and operational tasks.

Qualifications:

- Valid driver's license with a clean driving record.
- Basic mechanical knowledge.
- Good communication skills and ability to follow instructions.
- At least 8 years proven experience as a driver, in the NGO sector, preferably in arid and semiarid areas in Kenya
- Knowledge of vehicle maintenance and basic mechanical troubleshooting.
- Excellent navigational skills and familiarity with the local area.
- Strong interpersonal and communication skills.
- Ability to work flexible hours, including evenings and weekends if necessary.
- Basic understanding of English; proficiency in local languages is an asset.

Personal Attributes:

- Reliable and punctual.
- Demonstrates a high level of integrity and honesty.



- Ability to remain calm and composed in stressful situations.
- Culturally sensitive and respectful of diverse backgrounds.

Reporting and Supervision: The Driver will report directly to the Assistant Program Manager and will work closely with all staff members requiring transportation services.

Performance Evaluation: Performance will be evaluated based on punctuality, safety record, maintenance of the vehicle, and overall contribution to the logistical operations of HER Lab Program

How to apply:

To apply for the Driver position at Perur Rays of Hope, West Pokot, please submit your updated resume, a cover letter detailing your relevant experience [here](#).