

Job Title: Part-Time Driver

Reports to: Programs

Period: Three (3) Months (Renewable)

Location: Voi, Taita Taveta County, Kenya

About MAZIDO International

MAZIDO (Management of Arid Zones Initiatives and Development Option) is a local NGO based in Voi, Taita Taveta County with its main office at Mwangura Complex adjacent to Mwangea Boys. Our mission is to empower the community to utilize natural resources sustainably through advocacy, education, and promotion of climate-smart technologies. Currently, MAZIDO is implementing STAWI *Mashinani*, a five-year USAID-funded activity.

Job Summary

MAZIDO seeks an experienced driver responsible for driving the vehicle in compliance with MAZIDO's Travel policy and Kenyan Law. The driver will also ensure the safety of passengers on board. He/she will also be responsible for taking care of the assigned vehicle(s) in all aspects including ascertaining that the vehicle(s) is in excellent condition before each trip, checking the validity of vehicle insurance, checking the security situation in the areas of operation before each trip and filling defect or repair requests as appropriate. Under the supervision of the Finance Officer, the Driver will be based in Voi, Kenya with frequent travel to the field locations.

Duties and Responsibilities

- Accountable for all parts and accessories fitted in assigned vehicles.
- Prepare vehicle performance, maintenance, and repair reports, and submit as required.
- Ensure the implementation of vehicle maintenance plans.
- Plan to meet anticipated travel requirements and make all arrangements ensuring efficient services (fueling, pre-travel checks, required travel documents, required equipment, spare parts, and tools, vehicle cleaning, persons traveling for packing instructions and timings).
- Ensure copies of daily mileage logs, pen and clipboard are readily available in all assigned vehicles.
- Promptly collect filled-in daily mileage logs to avoid loss or defacing.
- On a monthly basis, compile a summary of the mileage log and submit it to the Finance Officer for review.
- Routinely check all assigned vehicle licenses, insurance, and other statutory compliance documents and promptly advise when renewals are due.
- Transport MAZIDO staff and visitors as instructed, observing local traffic and road safety laws and all MAZIDO vehicle policies to ensure the safety of passengers and

luggage, and quality and courteous services. Report immediately any accidents and/or route changes due to security, bad weather, road conditions. Maintain and submit accurate records for all trips.

- Ensure assigned vehicles are secured when not in use.

Required Qualifications and Experience:

- At least “O” level certificate, with a minimum pass of DIV III, or Grade C in Kenya Certificate of Secondary Education (KCSE).
- Certification in Defensive Driving is a plus.
- Knowledge and experience in vehicle maintenance and repairs. A certificate in mechanical repairs is an added advantage.
- Knowledge of the Taita Taveta County terrain will be an added advantage.
- Valid accident-free driving license Class B, C, E with a minimum of 4 years of long-distance and off-road driving experience.
- A valid certificate of Good Conduct is mandatory.
- Certificate in first aid is an added advantage.

Application

Interested candidates should submit applications via email to careers@mazido.org with the email subject **Part Time Driver** before **30th October 2024**. The application should include a cover letter indicating the expected daily compensation and a detailed CV with three references. Female candidates are highly encouraged to apply.

MAZIDO is an equal opportunity employer.