



VACANCIES AT GIRL CHILD NETWORK- 1 DRIVER'S POSITION

The Girl Child Network (GCN) is an independent, non-political, non-religious, not for profit membership organization working to improve the status of children in Kenya with emphasis on the girl child. Girl Child Network has different programmes and projects that address issues that affect the education of children and more so the girl child.

Within the Education and Health program, GCN is implementing education projects that aim to improve school enrolment, retention, attendance and learning outcomes for marginalized girls in Kenya. The projects are implemented in Nairobi, Kajiado, Meru, Siaya and Turkana Counties. Work station shall be in Nairobi but with constant travel to the field implementation areas across the country.

Roles and Responsibilities for the Field Assistant/Driver:

- Familiar with asset tracking and management.
- Facilitate all program transport needs.
- Secure & timely transportation of staff & goods
- Prepare a weekly transport plan and register transportation requests by GCN staff.
- Provide secure and timely driving services to transport staff and/or goods.
- Load and offload luggage, goods and other material supplies with due regard to safety of goods and people.
- Facilitate airport pick up and drop off for GCN staff & visitors.
- Determine when and what kind of maintenance the vehicle needs, keep track of general maintenance schedules, especially car tyre condition.
- Ensure sound running of the vehicles assigned and arrange minor repairs where necessary.
- Check oil and tyres properly and keep the service vehicles in clean condition, both inside and outside.
- Maintain the vehicle in a clean and neat manner.
- Maintain radio and telephone contact with the line manger during field missions.
- Maintain vehicles log sheets on a daily basis: maintain records of motor vehicle's daily activity showing journey, mileage, consumables and signature of authorizing officer.

- Adhere to the GCN safety and security policy; observe traffic and safety precautions to prevent motor vehicle accident and traffic violations.
- Annually undertake a first aid refresher training to be able to offer first aid services in case of accidents.
- Keep track of timely car insurance renewals.
- Update monthly mileage records.
- Maintain log book of each service vehicle on daily basis
- Ensure and secure timely delivery and dispatch of office correspondence
- Deliver payment transfers to the bank and/or the suppliers.
- Assist with postage and with pick up of office purchases.

Job Requirements:

- Certificate/Diploma in motor vehicle mechanic.
- Computer Certificate (MS word, MS Excel.....)
- Valid Driving Licence Class B, C, E.
- Over five (5) years relevant experience driving four wheel drive manual vehicles.
- Valid First Aid Training Certificate.
- Fluent in English and good mastery of Swahili
- Certificate of good conduct.

Interested applicants should include a detailed and updated curriculum vitae stating their postal and email addresses, day-time telephone contact or cell phone, **expected salary**, credentials & recommendation letters. Application must either be sent or hand delivered through the undersigned address latest by **31st January 2018 by 4.00 pm.**

Only short-listed candidates will be notified. Canvassing will lead to automatic disqualification.

**The Human Resource Manager
 Girl Child Network
 Valley View Office Park, 5th Floor
 Parklands, City Park Drive, Off Limuru Rd
 PO Box 2447-00200,
 Nairobi, Kenya.**

Email: gcn@girlchildnetwork.org

NB: Kindly mark GCN/PA-D/2018 on the envelope