



Il'aramatak Community Concerns (ICC)  
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## **WE ARE HIRING!!!**

### **JOB ADVERTISEMENT FOR A DRIVER**

Il'aramatak Community Concerns (ICC), is a registered Non-Governmental Organization (NGO), founded in September 2011, to address human rights and development concerns of indigenous pastoralists with special focus on women and girls living in poverty and exclusion.

We are looking for a vibrant, passionate, competent and professional individual to join our team as a logistics officer/ driver.

Requirements and qualifications needed

1. **Driving experience of not less than 3 years with a valid driving license.**
2. **Desirable literacy and communication skills in English and Kiswahili with a tertiary education certificate as an added advantage.**
3. **Extensive knowledge in our areas of Operation (Kajiado, Nairobi, Laikipia Counties and other parts of Kenya)**
4. **Physical strength and ability to perform basic vehicle repairs and maintenance**
5. **Excellent organizational and time management skills.**
6. **Proficiency in using GPS devices and applications.**
7. **All applicants MUST fulfill the requirements of Chapter Six of the Constitution of Kenya 2010 and attach copies of the required documents.**

Responsibilities

1. **Transporting staff from the office to field and vice versa.**
2. **Carrying out regular vehicle maintenance checks.**
3. **Picking up office deliveries or other administrative needs.**
4. **Utilizing navigation apps to find the most optimal routes to required destinations.**
5. **Ability to work late and on weekends at exceptional needs by the organization.**
6. **Maintaining an organized travel schedule and ensuring the mileage log is duly filled and signed by your supervisor.**
7. **Ensuring that the designated vehicle has sufficient fuel during official duty preparation of requisition for funds prior to field visit.**
8. **Arranging for vehicle repairs when necessary.**
9. **Any other responsibilities assigned by your supervisor and/or the Executive Director**

If you qualify for the above position, with the desired requirements and responsibilities please drop your credentials physically to our offices along the Kajiado - Mashuuru road at Inkinyie trading center or attach your documents and send them via our official email [ilaramatakcommunityc@gmail.com](mailto:ilaramatakcommunityc@gmail.com) on or before **26<sup>th</sup> January 2021 at 4:00pm** indicating APPLICATION FOR DRIVER POSITION on the subject.

***Il'aramatak Community Concerns is an equal opportunity organization. Only shortlisted candidates will be contacted for interviews. There is no fee charged for this position. Canvassing in any form will lead to automatic disqualification.***