

Job opportunity

Vacancy : Driver
Location : Kitui
Closing date : 12th August 2016

Catholic Diocese of Kitui - CARITAS is currently looking for a qualified candidate to fill the position of Driver.

Purpose of the Job

To drive authorized passengers, transport authorized goods and ensure programme activities run smoothly, vehicles are clean and in good order always.

Duties & Responsibilities

- Drive Diocesan Vehicles as required in the most cost efficient way.
- Responsible for transporting staff and partners for official engagements.
- Supervise and assist with loading and off-loading of goods at the site upon arrival as well as when picking goods.
- Maintain the vehicle log book indicating mileage, task accomplished, departure and arrival times and fuel taken, to enable proper monitoring of the vehicle movement.
- Ensure cleanliness and carry out routine maintenance checks daily and report any observed faults to the supervisor so that repairs can be arranged and servicing booked.
- Ensure the vehicle insurance is valid and prompt for its renewal when renewal time is drawing close to ensure that the car is continually insured.
- Maintain work records, time and material records on vehicle services.
- Monitor the security of vehicle, authorized passengers and luggage in line with the Diocesan vehicle policy.
- And any other duties as may be assigned from time to time

Minimum academic qualifications

- Secondary School Education (Form four school leaver)
- Must have basic knowledge on Mechanical and First Aid
- Should be a holder of a clean driving license class BCE
- A valid certificate of good conduct.
- At least 3 years' work experience
- Must be conversant with Catholic Social Teachings.

Qualified and interested candidates may apply online via:

hr@dioceseofkitui.org or letter addressed to
Human Resources officer
P.O. Box 300 - 90200 Kitui.

NB: Only Shortlisted candidates will be contacted