



Kenya National Commission on Human Rights

1st Floor, CVS Plaza, Lenana Road, P.O. Box 74359 - 00200, Nairobi - Kenya

Tel: 254-20-2717908/2717928/2717256/2712664, Fax: 254-20-2716160

Email: haki@knchr.org

DRIVER

The Kenya National Commission on Human Rights (KNCHR) is an independent National Human Rights Institution entrenched in the Constitution of Kenya 2010 under Article 59 and subsequently established through an Act of Parliament (the Kenya National Commission on Human Rights Act No. 14 of 2011) and under the United Nations Paris Principles. KNCHR's mandate includes furthering the protection and promotion of human rights in Kenya, acting as a watchdog over the Government in the area of human rights, and the provision of leadership in moving the country towards a human rights state. KNCHR fulfils its human rights mandate through a number of Programmes, including Research and Compliance, Public Education and Training, Complaints and Investigations, Redress, Reforms and Accountability and Economic, Social and Cultural Rights. The Commissions' Head Office is located in Nairobi with four regional offices in Wajir, Kitale, Mombasa, Kisumu and Laikipia Campus.

KNCHR invites applications from industrious, honest and self-driven individuals with relevant qualifications to fill **One (1) Driver** position in the Laikipia Regional Office:

Position: Driver
Duration: Permanent and Pensionable
Duty Station: Laikipia
Gross Salary: Kshs. 37,666.00

Job Objective

This position is responsible for the facilitation of movement of the Commission staff to the respective destination is done in a safe manner by use of designated routes, locked vehicles at all times, observation of speed limits, passenger use of safety belt as per the Commission's travel policy.

Key Duties

- a) Facilitate the transfer of Commission staff to field activities on time and in a safe and reliable manner.
- b) Pick and drop official Commission visitors and staff, to and from airport and take them to their required destination.
- c) Inform the Administration Officer of due motor vehicle insurance and the Senior Driver/Mechanic of due mechanical service of all Commission vehicles.
- d) Ensure the cleanliness of the Commission vehicle at all times, carry out routine basic service check before use of the vehicle and report any defects to Senior Driver/Mechanic.
- e) Ensure a work ticket is produced and approved before taking up any assignment and record all details including use of fuel card before submission to Administration Officer.
- f) Observe defensive driving skills at all times during transfers to ensure fuel efficiency and forecast potential hazards ahead and avoid the said hazard.
- g) Collect assignment schedules from Administration Officer and carry out official errands such as payments of utilities bills, collects and delivers mails and collect approved visas on behalf of commission staff.
- h) Assist in basic support functions of Office administration i.e. photocopies, binding and filing when in the office, pending a transfer assignment.

Key Qualifications and Competencies

- Kenya Certificate of Secondary Education (D+) or equivalent grade and a Valid BCE Driving Licence
- Computer literacy.
- Knowledge of major towns in Kenya.
- Knowledge of relevant legislation (Traffic Act).
- Good Communication and Interpersonal skills.
- Good Organizational and Problem solving skills.
- Ability to work under pressure.
- Ability to work well with teams.
- Compliance with chapter six of the constitution.

Please note that it is a criminal offence to provide false information and documents in the application.

KNCHR is an equal opportunity employer and qualified female candidates and Persons with Disabilities are encouraged to apply. Only short listed candidates will be contacted.

If you possess or meet the above qualifications, send your application letter together with a detailed CV, names and telephone contacts of three referees to reach us by **14th November, 2017**

The Commission Secretary
Kenya National Commission on Human Rights
Lenana Road, CVS Plaza, 1st Floor
P. O. Box 74359 - 00200
Nairobi.