INTERNAL JOB ADVERTISEMENT

The Kenya Agricultural and Livestock Research Organization (KALRO) is the premier research organization, charged with the main mandate of promoting, streamlining, coordinating and regulating research in crops, livestock, genetic resources and biotechnology in Kenya. KALRO has received a funding grant from the European Union to implement the AgriFI Kenya Climate Smart Agricultural Productivity Project (AgriFI Kenya CS APP), a five-year project under the AgriFI Development Programme. This action seeks to support KALRO’s research on climate smart agricultural technologies and promote adoption of these technologies by adopting a Public-Private Partnership approach. The project is implemented nationally.

KALRO now wishes to competitively fill the following position for the CS APP:-

PROJECT DRIVER (1 Post) - Job Ref No. “REF No: KALRO/6/153A/1/23”

Working under the National Project Coordinator and with the project team, the Project driver driver will be responsible for conveying materials, equipment, and staff of the Project to the areas where they are required. In this role the driver will be expected to provide effective and efficient support to the project team to ensure smooth project delivery. The Programme driver will also be expected to perform a variety of logistical services in support of the operations of the Project. He/she will report directly to the AgriFI Kenya CS APP National Project Coordinator.

Duties and Responsibilities

1) Driving the National Coordinator and other persons authorized by the National Coordinator within Nairobi and Project areas
2) Precisely finish all paper work connected with conveyance of project merchandize
3) Ensure timely, safe and secure conveyance of project staff and materials to and from places as instructed by National Project coordinator
4) Ensure that vehicles are kept perfect and clean at all times by washing both the inside and outside parts of the vehicle
5) Regular checking of oil, water, tyres, brake fluid, lights, general condition and road worthiness, carefully observing the service intervals and all reasonable security measures to be taken against accidents
6) Recognize electrical and mechanical faults and report to the National Project Coordinator and KALRO Transport Officer
7) Report any case of accident, injury or damage of vehicles to the National Project Coordinator or KALRO Transport Officer in a timely fashion
8) Keep all records, including receipts for vehicle maintenance
9) Keep up a travel work ticket to record areas travelled to, travel time, and work hours
10) Keeping the driving license up to date
11) Helping the Programme Coordination Unit (PCU) staff in any matters arising such as photcopying, binding, filing or any other duties
12) Ensuring security and safety for the vehicle on and off the road
13) Ensuring safety of the passengers and/or goods therein;
14) High level of personal hygiene;
15) Disciplined and respectful of officer passengers
16) Perform any other duties and errands as may be assigned by the National Project Coordinator and other project staff authorized by the NPC

(b) Requirements for Appointment

(i) Kenya Certificate of Secondary Education mean grade D (plain) or equivalent qualification
(ii) A current driving license free from current endorsements and valid for all of the classes of vehicles, which the driver is required to drive;
(iii) Suitability Test for Drivers;
(iv) Be in possession of a Defensive Driving Certificate from the Kenya Institute of Highway and Building Technology (KIHB), Automobile Association (AA) of Kenya or equivalent qualification from a recognized institution;
(v) Fulfilled the requirements for chapter six (6) of the Constitution of Kenya
(vi) Good interpersonal and communication skills; and
(vii) Shown merit and ability as reflected in work performance and results.
(viii) At least 10 years’ of driving experience

Essential Skills

- Capacity to carry out driving obligations in an expert way
- Willingness to observe KALRO dress code for drivers
- Ability to relate well with associates and clients
- Clean driving record
- Safety consciousness
- Focused, confident, and observant
Terms of Service and Remuneration

The successful candidates will serve on a one year contract, renewable, subject to satisfactory performance, delivery of set performance targets, outcomes and availability of funding during the project period. The salary and other benefits attached to this position will be negotiated in accordance with the CS APP approved budget. The positions are tenable at the KALRO headquarters in Nairobi with frequent travel to the action sites.

Who can apply

This is a KALRO internally advertised position. Serving drivers on permanent, temporary or otherwise interns/casuals are eligible to apply.

Mode of Application

Interested applicants should send applications with cover letter, copy of detailed curriculum vitae, indicating how the applicant’s profiles and experiences match those specified above. This should include names and addresses (including telephone, fax and email) of three referees who are knowledgeable about the candidates’ professional qualifications and work experience, photocopies of their National Identity Card/Passport, relevant academic and professional certificates, testimonials and other relevant supporting documents. All applications should be clearly marked with the job reference number “REF No: KALRO/6/153A/1/23” and the position being applied for on the envelope and forwarded to The Director General, Kenya Agricultural & Livestock Research Organization, Kaptagat Road, P.O Box 57811- 00200, NAIROBI so as reach him on or before 12th August, 2019 at 5.00pm. Canvassing in any form will lead to automatic disqualification. Only shortlisted candidates will be contacted.

KALRO is an equal opportunity Employer and selects candidates on merit through fair and open competition from the widest range of eligible candidates.

Eliud K. Kireger, (PhD, OGW)
DIRECTOR GENERAL