



## EMPLOYMENT OPPORTUNITY

Agile Plan to Integrated Resilience for Girls, Women, and Youth (APIR TURKANA) is a social impact community-focused charitable foundation that works with and for vulnerable, marginal, and minority communities in Turkana to bridge the gap of socioeconomic inequalities. We are founded on the principles of social resilience, community-led actions, and equity, equality, and inclusivity. APIR TURKANA is seeking to recruit a dynamic and suitable qualified person for the position listed below and he/she will be based in the duty station indicated.

<b>Job titles</b>	<b>PROJECT DRIVERS</b>
<b>Deadline</b>	<b>Friday 29<sup>th</sup> December 2023</b>
<b>Reference</b>	005006//KAK/2023
<b>Reports to</b>	Logistics officer
<b>Duty Station</b>	Lodwar and Kakuma, remote support to one office.
<b># of positions</b>	2
<b>Job Purpose</b>	<ul style="list-style-type: none"> <li>The driver will provide effective transport facilitation to staff in order to attain the objectives of the organisation.</li> </ul>
<b>Duties &amp; Responsibilities</b>	<ul style="list-style-type: none"> <li>Facilitate transport of office Field Operations Staff when undertaking project activities.</li> <li>Where applicable, assist staff with loading and offloading items for distribution.</li> <li>Ensure punctual and safe transport.</li> <li>Observing the road and traffic laws and regulations of the Country.</li> <li>Ensure that safe driving practices are adhered to including local driving codes and internally agreed standards.</li> <li>Maintain interior and exterior cleanliness of the project vehicles.</li> <li>Ensure the vehicle is in good working condition at all times.</li> <li>Ensure vehicle is kept secure at all times.</li> <li>Ensure vehicle is given regular/day-to-day maintenance checks: check oil, water, battery, brakes, tires, etc.</li> <li>Schedule regular car service appointments and report any issues that arise.</li> <li>Ensure vehicle repairs are carried out properly by official manufacturers specifications.</li> <li>Arrange for other repairs, prepare, and maintain vehicle spare parts inventory.</li> <li>Log official trips, daily mileage, fuel consumption, oil changes as required.</li> <li>Prepare and submit vehicle monitoring report, including records of vehicle operations, maintenance, expenses, mileage as required.</li> </ul>
<b>BEHAVIOURS (Values in Practice) (Section should not consist of Competencies as</b>	<ul style="list-style-type: none"> <li>Demonstrate Strong Commitment to APIR TURKANA core values especially the value for compassion.</li> <li>Must have a hand-on practical experience, is self- driven and very motivated.</li> <li>Must be well organized with very high attention to detail.</li> </ul>

<p><b>this are the standard Values in practice)</b></p>	<ul style="list-style-type: none"> <li>- Able to take initiative and work independently and appreciate inter department linkages.</li> <li>- Cultural and political sensitivity must be demonstrated.</li> <li>- Good workshop planning and facilitation skills.</li> <li>- Knowledge of Computer e.g. Statistical Package for the Social Sciences (SSPP), Enterprise Resource Planning (ERP), Office ETC</li> </ul>
<p><b>Job Specification and Desirable skills</b></p>	<ul style="list-style-type: none"> <li>- Minimum of Secondary school education is preferred.</li> <li>- Must have a clean and valid driving license of classes BCE, C1, D1, D2, and D3</li> <li>- Should have a minimum of five (1) year of experience in driving 4WD vehicles, Nissan Vans and school bus.</li> <li>- Good inter-personal, communication (English and Kiswahili-written and spoken) a must.</li> <li>- Must have good knowledge of ASAL terrain (Turkana County preferably) and its environs.</li> <li>- Basic mechanical knowledge is an advantage.</li> <li>- Should have defensive driving skills.</li> </ul>
<p><b>Desired skills and Competencies</b></p>	<ul style="list-style-type: none"> <li>+ Strong communications and negotiations skills.</li> <li>+ Excellent computer skills (MS Office).</li> <li>+ Strong analytical skills and attention to detail.</li> <li>+ Ability to work within a team and able to multitask.</li> <li>+ Fluency in communications in both English and Swahili languages.</li> </ul>

**HOW TO APPLY**

All interested qualified candidates to submit an online application to APIR TURKANA through the program website: All the jobs have been posted here? [www.apirturkana.org/careers/](http://www.apirturkana.org/careers/)

Select your position and follow prompts, attach your Motivation/cover letter (Maximum 1 page) and Curriculum Vitae as separate documents on the provided online application form both in form of either PDF or Word ONLY.

Please don't attach your other documents such as certificates and testimonials.

Should you have trouble using this, please send your application to [hr@apirturkana.org](mailto:hr@apirturkana.org) and subject being "APPLICATION FOR 'POSITION NAME'"

All applications MUST be received on or before: Friday 29<sup>th</sup> December 2023. APIR TURKANA is an equal opportunity employer, as detailed in our "Equal Employment Opportunity Policy."

**DISCLAIMER:** We do not charge any money all through recruitment processes. Should anyone including staff, donors and partners request for this, please do not hesitate to contacting the organization Executive Director through [info@apirturkana.org](mailto:info@apirturkana.org) copying [complaints@apirturkana.org](mailto:complaints@apirturkana.org).

**Any form of canvassing or bribery WILL ATTRACT TOTAL DISQUALIFICATION.**