

1st October 2022

Internal Memo

To: All Staff Members

From: The Human Resource officer

RE: EMPLOYMENT VACANCY: DRIVER (1)

With reference to the above, there has arisen a vacancy in the Administration Department. We require to recruit a suitable person for the below position and we encourage you to notify interested persons who meet the following requirements to apply:

1. Position: Driver

2. Summary of Job Description:

Management of organization's vehicles; Compliance to Organization's and traffic rules; Management of the vehicles routine maintenance and breakdown repairs; Errands Management; Management of transport department records and Ensure safe Transportation.

3. Character Profile:

High integrity; Team player; Strong interpersonal skills; stress and anger management ability; ability to work under minimum supervision.

4. Age: 30 to 40 years

5. Work Experience: At least 3-year experience working as a driver; School Bus driver experience an added advantage.

6. Education: Minimum of O-level

7. Work related skills:

- A valid driver's license; - Class ABC
- Valid PSV
- Ability to communicate in both English and Kiswahili - Verbal and written
- Extensive knowledge of the operating areas, that is Nairobi and its environs;
- Excellent organizational and time management skills;
- IT proficiency;
- Good eyesight;

8. Others:

- Must have a valid Certificate of good conduct;
- Must be willing to undertake a pre-employment medical examination;
- Must be willing to undertake a driving competency test with the Kenya Institute of Highways & Building Technology

9. Closing Date: All applications must be received on or before 28th October 2022.

All applications from interested persons should be sent to the organization **by email only** and addressed to:

The Human Resource Officer

P.O Box 15124-00509

Nairobi

Email: hr@giraffecentre.org

Yours sincerely,

African Fund for Endangered Wildlife Kenya
Chief Executive Officer

