

# IGAD

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ON DEVELOPMENT



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## VACANCY FOR A DRIVER

**Deadline for Application:** 29<sup>th</sup> January, 2016

**Job Title:** Driver

**Duty Station:** ICPALD Nairobi

**Reporting to:** Ag. Director ICPALD

### Duties and responsibilities:

1. Driver official cars of the ICPALD Office
2. Maintains the car in clean and mechanical sound conditions, including daily check of oil, water, battery, breaks, lights, tires etc.
3. Ensures that the car is periodically serviced at an authorized service station
4. Keeps detailed records of daily trips and mileage in a logbook
5. Keeps written record of periodic servicing of the car and consumption of petrol oil etc.
6. In case of accident, ensure that all traffic rules and regulations are maintained and insurance policy observed
7. Ensures that, unless instructed otherwise by his immediate supervisor for compelling work related reasons, the vehicles stays in the premise of ICPALD office after work hours and during weekends
8. Carries out the daily collection and delivery of mail, documents and any routine messages.
9. Performs any other duties as may be assigned by his immediate supervisor

### Minimum Qualifications and Experience

- O' Level
- Valid Driving License
- Certificate of good conduct
- Three (5) years driving experience with a recognized Institution

### Language Requirement

Fluency in English

**Tenure of Appointment:** The appointment is for one year with possible extension subject to availability of fund and performance

### Key Skills and Competencies

- Excellent driving skills
- Basic vehicle maintenance skills
- Defensive driving skills
- Effective communication skills
- Effective interpersonal skills

### Application Procedure

Send your detailed C.V. (including current contacts, employment history, experience and at least two referees and their contacts) and cover letter explaining your suitability for the position to the following Email Address: [icpald@igad.int](mailto:icpald@igad.int), cc [rose.tsuma@igad.int](mailto:rose.tsuma@igad.int)