

# ENDING DROUGHT EMERGENCIES: SUPPORT TO DROUGHT RISK MANAGEMENT (EDE-SDRM)



A Joint GoK / EU Project  
Lornho House, 8th Floor, Standard Street  
P.O Box 8377-00200-Nairobi, Kenya  
Tel: +254 20 2227496/2227168/0722200656  
Email: info@dmikenya.or.ke  
Website: www.ndma.go.ke



## VACANCY ANNOUNCEMENT

### DRIVER / OFFICE MESSENGER

Job Ref No: EDE: SDRM/DOM/2019-2020  
Position: Driver / Office Messenger (1 position)  
Project Name: Ending Drought Emergencies: Support to Drought Risk Management (EDE: SDRM))  
Immediate supervisor: Procurement and Administration Assistant (PAA)

### BACKGROUND

The National Drought Management Authority is implementing a project component under the *Ending Drought Emergencies: Support to Resilient Livelihoods and Drought Risk Management (EDE: SDRM)* Financing Agreement signed between the Government of Kenya and the European Union in January 2018.

The overall objective of the *Ending Drought Emergencies: Support to Drought Risk Management* project component is to ensure that communities in ASAL areas of Kenya are more resilient to drought and other effects of climate change. The project is implemented by the NDMA Headquarters in Nairobi and 23 NDMA offices in counties classified as arid and semi-arid lands (ASALs). ASALs account for over 80% of the country's geographical area.

A Technical Support Unit (TSU) was set up to assist NDMA in the implementation of the project.

### JOB DESCRIPTION

Working within the TSU under supervision of the Procurement and Administration Assistant, the Driver/Office Messenger is expected to contribute to the realisation of the project goal and objectives through performance of driving duties both within the duty station and during field missions undertaken by project staff and other project stakeholders outside the station - mainly in the ASALs.

The employee shall also undertake the duties of office messenger within and outside the duty station as may be assigned from time to time. The duties and responsibilities of the office holder will extend to other drought management projects implemented by NDMA under the European Union funding.

### Specific duties and responsibilities

- Perform driving duties for the project, including transporting project staff on field and non-field missions.
- Collection and delivery of official documents and mail to and from the TSU Office, NDMA and other offices, bank, or any other location or premises as instructed from time to time.

- Responsible for the day-to-day maintenance of project motor vehicles, checking oil, water, battery, brakes, tyres and other accessories, including performance of minor repairs and arranging for other repairs.
- Scheduling of regular/ periodic maintenance and repairs (minor and major service and repairs) of project vehicles.
- Timely surrender of fuel and other travel advances made by the project for official missions.
- Ensure that the project vehicles are kept clean and in a safe and secure location at all times.
- Record all journeys made by project vehicles, including daily mileage, fuel consumption, oil changes, etc.
- Meet and transport visitors and other stakeholders working with the project from time to time.
- Perform clerical and office administrative duties such as photocopying, filing, record keeping, and receiving, filing and distributing official correspondence in the TSU office.
- Receiving, transmitting and making office telephone calls, fax transmissions and scanning of official documents.
- Opening of the project office in the morning to facilitate cleaning.
- Supervision of cleaning in the TSU office.
- Postage and collection of office mail from the post office box at regular intervals.
- Performs other ad hoc duties that may be allocated from time to time.

#### **Academic and other requirements**

- KCSE Mean Grade D+ or KCE Division III.
- Must be in possession of a valid driving license for at least 10 years.
- Must have over five years driving experience of 4-wheel drive vehicles in ASAL areas or difficult off-road terrain.
- Ready to travel to all parts of Kenya and spend a substantial part of his/her time in the field.
- Must have motor vehicle mechanical knowledge.
- Be computer literate with basic knowledge of MS Word, MS Excel, use of Internet and email.
- Must be able to communicate effectively in both English and Swahili.
- Possession of a valid certificate of good conduct from the Kenya Police Service.
- Possession of certificate on defensive driving, first aid training and /or customer care course will be an added advantage.

Interested and qualified individuals should deliver their sealed applications, including a detailed Curriculum Vitae to the following physical address:

**The Grant Coordinator**

**Ending Drought Emergencies: Support to Drought Risk Management (EDE: SDRM)  
Project**

**National Drought Management Authority**

**Lonrho House, 8th floor, Standard Street**

**P.O Box 53547 - 00200**

**Nairobi**

Applicants are advised to quote the reference number for the position. The deadline for submission of applications is on **17<sup>th</sup> January 2020 at 2:00 pm.**

Applicants who will not have received feedback by 31<sup>st</sup> January 2020 should consider their applications unsuccessful.