



Position Title:	<u>Driver (Multiple Positions)</u>
Reports to:	Admin Officer
Employment Type:	Full-time
Job Location:	Mwanza and Geita
Travel:	Up to 80% in intervention districts outside of job location

Overall Job Function:

The Driver is tasked with safely transporting program staff and visitors, adhering to ICAP SOPs, policies, and traffic regulations. S/he is also responsible for maintaining vehicle cleanliness, timely servicing, and ensuring consistent fuel availability.

Specific Responsibilities and Duties:

- Operate ICAP program vehicles as instructed, ensuring the secure and efficient transport of staff members and visitors.
- Facilitate the delivery of packages, correspondence, and other relevant materials to various offices and businesses as necessary.
- Undertake long-distance trips with or without ICAP staff as needed, while complying with all road laws and regulations, as well as ICAP policies.
- Keep the vehicle consistently clean and in optimal condition and ensure that all necessary documents (such as insurance and road license) are current.
- Conduct routine checks and maintenance of the vehicle, which includes verifying oil, fuel, brakes, lights, windshield wipers, water levels, and tire pressures.
- Maintain a comprehensive record of vehicle maintenance to ensure adherence to service schedules and to alert the supervisor and fleet team in advance when the vehicle is due for service.
- Offer general assistance to ICAP staff members and visitors.
- Document all tasks performed, fuel consumption, and fill out all necessary forms. Timely report and submit accounts of any accidents, incidents, and unusual occurrences.
- Follow the necessary procedures as dictated by rules and regulations if involved in an accident.
- Adhere strictly to all rules and regulations set by ICAP.
- Carry out any other duties as delegated by the supervisor.

Qualification, Knowledge, and Skills:

- **Required Education:** Form Four (IV) certificate or higher education.
- **Required Certification:** Must have a valid and current driving license for category B/D.
 - **Preferred:** PSV Certificate from the National Institute of Transport (NIT) is an added advantage.
- **Required Experience:** Minimum five years' experience with a large organization or



company successfully driving 4WD manual vehicles in towns and up-country regions with a clean driving record.

- Basic knowledge of automobiles and ability to make minor repairs and perform preventive maintenance.
- Proficient written and spoken English and Kiswahili.
- Able to travel for significant periods of time to remote areas
- Highest level of integrity is required.
- Ability to collaborate with a diverse team and interact well with all beneficiaries, health care workers, and volunteers by facilitating a non-judgmental, non-discriminatory, and non-stigmatizing environment in the program, and to welcome all clients regardless of their background

To apply please visit: <https://icapacity.icap.columbia.edu>