

# JOB ADVERT DRIVER-SUPPORT OFFICE



Job Title:	Location:	Reporting to:	Probationary Period:
Driver	Support Office, Nairobi	Security, Logistics and Fleet Officer	3 months

Marie Stopes International (MSI) is a marketing-focused resulted oriented social business that uses modern management and marketing techniques to provide quality family planning and reproductive health services in more than 43 countries world-wide. Marie Stopes Kenya (MSK) is a non-profit social business, working with local partners and the government of Kenya to provide quality, affordable and accessible Sexual and Reproductive Health (SRH) information and services. MSK is part of the Marie Stopes International (MSI) global partnership, and works to improve the health and quality of life of women, men, and their families.

MSK is seeking to recruit the support office driver whose key responsibility will be to offer driving services to Marie Stopes staff daily to their desired destinations and ensure safe and efficient transportation of the MSK products.

The primary responsibility of this role is to **further MSI's Goal: THE PREVENTION OF UNWANTED BIRTHS** and its mission of ensuring the individuals right to: **CHILDREN BY CHOICE NOT CHANCE**

It is a role requirement that the job holder must fully comply with, promote and live **MSI CORE VALUES**:

Mission Driven	Customer Focused	Results Orientated	Pioneering	Sustainable	People Centered
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## Key Responsibilities

### 1. Vehicle Maintenance:

- Keep the vehicle clean and well-maintained.
- Ensure adherence to MSK policies regarding vehicle operation and maintainace
- Schedule and attend regular service appointments.
- Adhere to daily and weekly vehicle checklist.
- Prepare monthly vehicle performance report.

### 2. Route Planning:

- Map out driving routes in advance to optimize trips.
- Utilize navigation apps to determine the best routes.
- Liase with team leads on monthly travel work plans.
- Adhere and prepare trip budgets.
- Implement vehicle sharing/ carpooling policy.
- Maintain security of the vehicle while stationed or on trip.

### 3. Passenger Assistance:

- Pick up visitors/employees as requested and assist with luggage loading and off loading.
- Ensure a comfortable and safe travel experience for all passengers.
- Meet the transport needs of your passengers.
- Uphold order and discipline among passengers and ensure compliance with organization rules.

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#### 4. Safety and Compliance:

- Monitor traffic and weather conditions to ensure safe driving.
- Maintain a clean driving record and comply with all traffic laws.
- Ensure the vehicles are equipped with functional fire extinguisher and first aid kits.
- Ensure all passengers use safety belts.
- Ensure the vehicle has valid insurance.
- Educate passengers on safety regulations and guidelines.

#### 5. Customer Service:

- Answer passenger inquiries about local areas and points of interest.
- Provide courteous and professional service at all times.
- Be an MSK brand ambassador.

#### 6. Vehicle Care:

- Log trip details, including mileage and parking fees.
- Arrange for car wash and detailing services as needed.

#### Other Duties

- Additional duties as necessary and directed by the line manager

#### Skills and Experience

##### Qualifications:

- Level Education -Minimum KCSE qualification.
- Certificate of good conduct
- Proficient in English and Kiswahili.

##### Experience:

- Proven experience as a Driver.
- Valid driver's license and clean driving record with 4 years' experience
- Familiarity with GPS navigation devices.
- Knowledge of local roads and neighbourhoods.
- Ability to lift heavy packages and luggage.
- Flexibility to work longer hours, occasional weekend and night shifts.
- Basic vehicle mechanics.
- Defensive driving added advantage.
- Ability to work with individuals from diverse background.

##### Skills:

- Professional demeanour and excellent communication skills.
- Capacity to remain calm and composed in stressful driving situations
- Professional efficiency and time management skills.

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- Problem solving.
- Detail oriented.

## Attitude / Motivation:

Successful performance at MSI is not simply defined in terms of ‘what’ people achieve, but equally is about ‘how’ people go about their jobs and the impact that they have on others. There are 13 key behaviours that MSI encourages in all employees and they are defined below:

- **Initiative**  
Thinking ahead and taking action to make the most of opportunities by finding the optimum solution
- **Innovative**  
Thinking creatively and outside of the box so that ideas generated create a positive outcome
- **Effective Communication**  
Communicating through active listening and good questioning techniques, using appropriate body language, ensuring information is clear and concise.
- **Responsive**  
Being responsive to changing priorities and demands
- **Working Efficiently**  
Planning, prioritising and organising work to ensure work is accurate and deadlines are met
- **Sharing Information**  
Sharing information and knowledge whilst maintaining confidentiality
- **Focus on Learning**  
Taking responsibility for keeping knowledge and skills updated and for seeking opportunities to develop further
- **Commitment**  
Awareness and understanding of goals, vision and values and how your role impacts on this and going the extra mile to meet role requirements
- **Driven**  
Drive and determination to deliver results
- **Accountable**  
Taking responsibility for appropriate decisions that you make, and the actions and behaviour you demonstrate
- **Embracing Change**  
Openness to embracing change within the organisation and being able to adjust plans/activities accordingly
- **Motivated**  
Motivation towards achieving quality results to maximise potential
- **Team Player**  
Working as part of a team by being supportive, flexible and showing respect for each other

## How To Apply

**Suitable and qualified internal and external candidates** should email one document combining an application letter and CV to [pd@mariestopes.or.ke](mailto:pd@mariestopes.or.ke) on or before **2<sup>nd</sup> April, 2024**. The subject of the email should read **Support Office Driver**. *Do not attach certificates and testimonials*. Marie Stopes Kenya is an equal opportunity employer and does not ask for fees at any stage of the recruitment process. Successful candidates must abide by MSI's Antifraud & Bribery Policy and Safeguarding Policy, including protection of children and vulnerable adults.