



Fadhili Trust

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17th November, 2023

VACANCY ANNOUNCEMENT

Fadhili Trust is a Christian organization headquartered at Kiserian, Kajiado County. Its' mandate is to provide sustainable solutions to the problem of poverty and food insecurity in slums and rural areas through sustainable environmental & livelihood programs. Fadhili is seeking a suitable candidate to fill the following position:

Driver

Reporting to the Finance and Admin Officer, the successful candidate will oversee the coordination of required trips as well as maintenance of the organization's vehicles.

Key Responsibilities

- Coordinate vehicle maintenance
- Keep updated motor (mileage)-logs
- Drive staff to destinations as per work schedules
- Perform messenger duties whenever required

Qualifications and Experience

- Kenya Certificate of Secondary Education (KCSE) - Grade D+ and above
- A valid driving license, issued in Kenya
- More than 5 years' experience driving within and outside of Nairobi

Other factors to be considered include:

- Good interpersonal skills
- Fluency in both English and Kiswahili (Spoken and written)
- Capacity to act as a guide for visitors
- Skills in good grooming for self and vehicle

Additional Requirements

- Application letter and a detailed CV stating current position, email address and telephone contacts
- The CV must have names, email addresses and phone numbers of two referees (One of whom must be a professional who has supervised you in the course of your work)

- Copies of your academic certificates and driving license
- Copy of National Identity Card

Applications to be received by COB Friday the 15th December, 2023. They should be send to the email below and addressed to:

The Executive Director
Fadhili Trust
P.O. Box 244-00511
Kajiado
info@fadhilitrust.org

****Only shortlisted candidates will be contacted.***

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