

# Job description

| Job details                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                   |
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| <b>Job title:</b> Driver                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <b>Line Manager title:</b> Administration Officer |
| <b>Grade:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <b>Direct reports:</b> None                       |
| <b>Department:</b> Administration                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <b>Location:</b> Eldoret                          |
| Job summary                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                   |
| <p>To provide safe, reliable, and efficient transport services in support of the Company's administrative and operational needs. The Driver ensures timely transportation of executives, staff, materials, and documents while maintaining the highest standards of safety, professionalism, and vehicle care.</p> <p>Depending on assignment, the role may focus on executive driving, offering discreet and customer-focused transport to senior leadership, or operational driving, supporting logistics, staff movement, and field operations within the Company's textile and garment production environment.</p>                                                                        |                                                   |
| Roles and responsibilities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                   |
| <b>1. Transport Operations &amp; Logistics</b> <ul style="list-style-type: none"><li>• Drive assigned vehicles safely and efficiently to transport company staff, executives, and visitors as scheduled.</li><li>• Carry out logistical duties such as delivery and collection of materials, documents, or parcels between company sites, suppliers, or regulatory offices.</li><li>• Ensure timely pick-up and drop-off for meetings, airport transfers, or events.</li><li>• Support staff movement to production sites, warehouses, and other operational locations.</li><li>• Assist in loading and unloading light cargo, equipment, or goods as needed.</li></ul>                       |                                                   |
| <b>2. Vehicle Maintenance &amp; Care</b> <ul style="list-style-type: none"><li>• Conduct daily vehicle checks (fuel, oil, water, tyre pressure, brakes, and lights) before use.</li><li>• Keep vehicles clean, well-maintained, and presentable at all times.</li><li>• Report vehicle defects, accidents, or maintenance needs promptly to the Administration Manager.</li><li>• Maintain accurate vehicle logs for mileage, fuel consumption, and trip records.</li><li>• Ensure vehicles are serviced on schedule and that service records are maintained.</li></ul>                                                                                                                       |                                                   |
| <b>3. Safety, Compliance &amp; Security</b> <ul style="list-style-type: none"><li>• Drive in compliance with Kenyan traffic laws, company transport policies, and road safety regulations.</li><li>• Adhere to defensive driving practices and maintain zero-tolerance for speeding or reckless behaviour.</li><li>• Ensure the safety and comfort of passengers at all times.</li><li>• Handle official documents, goods, and passengers with utmost confidentiality and care.</li><li>• Assist in ensuring vehicles have valid insurance, inspection, and registration documents.</li><li>• Support emergency transport needs, including hospital transfers or urgent deliveries.</li></ul> |                                                   |
| <b>4. Executive Driving (For Assigned Drivers)</b> <ul style="list-style-type: none"><li>• Provide dedicated and discreet driving services to assigned executives, ensuring punctuality and courtesy.</li><li>• Maintain confidentiality and professionalism in handling sensitive discussions or materials.</li><li>• Anticipate executive travel needs, routes, and schedules, ensuring seamless coordination.</li><li>• Keep executive vehicles immaculately clean, stocked, and ready for use at all times.</li><li>• Liaise with the executive office to manage daily travel schedules and route plans.</li></ul>                                                                        |                                                   |
| <b>5. Support &amp; Coordination</b> <ul style="list-style-type: none"><li>• Collaborate with the administration, logistics, and security teams to align transport schedules and support operational efficiency.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                   |

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- Participate in site errands, visitor transport, or external meetings as assigned.
- Provide logistical support during company events, official visits, or emergencies.
- Perform any other driving or administrative support duties as required by the Administration Manager.

## Academic and professional qualifications + Work experience

- Kenya Certificate of Secondary Education (KCSE) or equivalent.
- Valid Kenya Driver's License (Class BCE) with clean driving record.
- At least 5 years' driving experience, with 2+ years in a corporate or institutional environment (Executive Driver role requires prior VIP/executive driving experience).
- Certificate of Good Conduct from the Directorate of Criminal Investigations.
- Defensive or Advanced Driving Certification (NTSA-accredited) is an added advantage.
- Basic mechanical knowledge and ability to perform routine vehicle checks.
- Familiarity with Eldoret and regional routes; knowledge of airport and government protocols preferred.
- Strong understanding of road safety, traffic laws, and customer service etiquette.
- Ability to work flexible hours, weekends, and holidays as needed.

## Technical skills and behavioural competencies

- Safe & Defensive Driving - Demonstrates excellent road awareness, caution, and discipline.
- Vehicle Maintenance - Proactive in ensuring vehicles are in good working condition at all times.
- Reliability & Punctuality - Maintains dependable attendance and timely execution of transport duties.
- Customer Service Orientation - Courteous, respectful, and attentive to the needs of executives, staff, and visitors.
- Confidentiality & Professionalism - Exercises discretion in handling sensitive assignments and information.
- Communication & Coordination - Maintains clear communication with supervisors and team members.
- Integrity & Accountability - Demonstrates honesty and responsibility in handling company vehicles and property.
- Adaptability - Flexible and responsive to changing travel schedules and operational demands.
- Record-Keeping - Maintains accurate and timely vehicle logs and documentation.
- Health & Fitness - Physically fit and mentally alert for long or irregular hours.

## Sign off

|                                             |                  |             |
|---------------------------------------------|------------------|-------------|
| Job holder name:                            | Signature: _____ | Date: _____ |
| Line Manager name:                          | Signature: _____ | Date: _____ |
| Counter-signing Quality Assuror (CQA) name: | Signature: _____ | Date: _____ |