



Job Advertisement: Driver

About NONDO

Northern Nomadic Disabled Persons Organization (NONDO) is a Kenyan Non-Governmental Organization (NGO) that advocates for the rights, inclusion, and participation of persons with disabilities from nomadic/pastoralist communities in Kenya, ensuring they live dignified lives.

NONDO is looking to recruit a driver whose key responsibilities will include.

A. Driving

- Drive staff members and official visitors for project-related trips, activities and assignments as requested.
- Facilitate the transfer of project visitors to/from their respective hotels to the office as well as airport transfers upon request.
- Induct staff on vehicle SOPs before embarking on field mission.
- Maintain an up-to-date record of the logbook (mileage, destinations, times & passengers, maintenance) for each trip in the book provided.
- Uphold and abide by the Vehicle policy and local traffic rules and standards.
- Ensure that the steps required by rules and regulations are taken in case of involvement in an accident.
- Present proper receipts on any expenditure incurred on their vehicle to the Officer in charge.
- Submit a written report if any damage is done or noticed on the vehicle.

B. Fleet Management

- Ensure the vehicle has all accessories, submission of status reports, maintenance, fuel, vehicle cleanliness and general observation of SOPs.
- In liaison with the line supervisor, ensure that the licenses are up-to date and that vehicles are well maintained and serviced on time as the need arises.
- Responsible for the day-to-day maintenance of the assigned vehicle, checks oil, water, battery, brakes, tires, etc., performs minor repairs and arranges for other repairs and ensures that the vehicle is kept clean.
- Ensures that the assigned vehicle is serviced and properly checked before undertaking a long drive.



Requirements

- Minimum secondary level (KCSE).
- A valid driving license, including defensive driving skills.
- At least 3 years of professional driving experience, ideally within a registered company or NGO/Project settings, including long distances and field assignments.
- Ability to cope under pressure and meet deadlines.
- Ability to efficiently handle a range of tasks concurrently to meet different needs.
- Ability to integrate into a multi-cultural environment and willingness to learn.
- Willingness to travel, within and outside the capital city, and other field locations where NONDO has its operations.
- Track record of acting with integrity.
- Excellent knowledge of local driving rules and regulations, traffic laws, a good knowledge of the city and alternate routes to enable quick access.
- Certificate of Good conduct from the police.
- Good written and verbal English. Local language (professional proficiency / advantageous).
- Willingness to commit and adhere to NONDO's mandate, mission, vision, and values.

Submit applications to info@nondokenya.org by **12th September, 2025**.