



TERMS OF REFERENCE (TOR) FOR RECRUITMENT OF A DRIVER

Background

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 seeks to engage a qualified and experienced driver to provide reliable and professional transport services in support of our programs and organizational activities.

Objective

This recruitment process aims to identify and engage qualified professional drivers to support NONDO's operational and programmatic activities. The selected candidate will be responsible for ensuring safe, efficient, and timely transportation of personnel and materials, while upholding NONDO's standards of conduct, safety, and branding.

1. Scope of Work & Key Duties.

A. Transport Services

- a) Safely transport staff, stakeholders, and materials to designated destinations as directed.
- b) Uphold passenger comfort, dignity, and confidentiality.
- c) Plan travel routes, considering accessibility for persons with disabilities.

B. Vehicle Maintenance & Safety

- a) Conduct daily vehicle checks: oil, water, tires, brakes, lights, etc.
- b) Ensure vehicle cleanliness and readiness for use.
- c) Report mechanical issues, accidents, or fuel concerns promptly.
- d) Keep first aid kits, fire extinguishers, tow ropes, spare tires, and other safety essentials in place.

C. Record Keeping

- a) Keep first aid kits, fire extinguishers, tow ropes, spare tires, and other safety essentials in place.
- b) Submit weekly/monthly reports on vehicle usage and any incidents.

D. Administrative & Support Duties

- a) Deliver official documents, parcels, or equipment as needed.
- b) Assist with logistical support during fieldwork or outreach activities, especially related to disability-inclusive programming.



E. Compliance & Professional Conduct

- a) Keep vehicle insurance, licenses, inspection stickers, and relevant documents always up to date.
- b) Adherent to traffic regulations, organizational policies, and safety protocols.
- c) Maintain professional, courteous, and respectful interactions always.

2. Reporting Line

The Driver will report to the Finance and Administration Officer.

3. Duty Station

- a) Duty Station: Nairobi, Kenya (with travel to counties and program sites as needed)

4. Qualifications & Experience

- a) Education: Minimum secondary level (KCSE).
- b) Licenses: Valid Kenyan driving license (Class B, C, or E), PSV license (if applicable).
- c) Conduct: Certificate of good conduct issued within the last 6 months.
- d) Experience: At least 3 years of professional driving experience, ideally within a registered company or NGO/Project settings, including long distances and field assignments.
- e) Skills:
 - a. Knowledge of Kenyan traffic laws and defensive driving practices.
 - b. Ability to read maps and use GPS tools.
 - c. Basic mechanical understanding of vehicle maintenance.
 - d. Strong communication and interpersonal skills.
- f) Desirable Attributes:
 - a. Sensitivity to disability inclusion and accessibility needs.
 - b. Punctuality, reliability, integrity, and neat presentation.

5. Deliverables

- a) Safe and timely transportation services for staff, clients, and materials.
- b) Routine vehicle checks and proactive maintenance reporting.
- c) Accurate and comprehensive logbook entries and monthly reports.
- d) Professional behavior when interacting with community members and persons with disabilities.
- e) Efficient route planning and responsiveness to organizational transport requirements.



6. Application Instructions.

Candidates should submit:

- a) A cover letter expressing interest and suitability for the role.
- b) A resume/CV (maximum 3 pages) indicating driving experience and references.
- c) Copies of valid driving license, certificate of good conduct, and PSV endorsement (if available).
- d) Contact details of at least two professional referees.

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