



KENYA MEDICAL RESEARCH INSTITUTE

A KEMRI –CCR Clinical Trials Research Project based in Thika is currently conducting clinical trials and is looking for motivated individuals to fill in the following position:

Position: Driver M/R 5 (1 position)

Location: Thika

Reports to: Administrator.

Job purpose

To drive organization vehicles and to perform a wide variety of office support and administrative duties in support of the administration department.

Responsibilities

- To drive site vehicles carefully at all times and ensure safety of the passengers, other road users, and the assigned vehicle;
- To transport participants, staff, visitors and deliveries when required
- Shipment of study samples to respective laboratories
- To ensure high level of professionalism while handling clients
- To ensure cleanliness of site vehicles at all times
- To perform thorough vehicle inspection before use
- Perform minor maintenance of vehicles and reporting all defects
- Recording time and mileage logs at all times
- To indicate the vehicle fuel and service costs
- To ensure all vehicle reports are done and submitted as per scheduled date;
- Checking all statutory requirements of all vehicles
- Adherence to vehicle maintenance schedules
- Proper and prompt reporting of any accident or damage involving site vehicles
- To assist in other duties in the office as assigned by the immediate supervisor when not undertaking driving duties

Education and Professional training

- Kenya Certificate of Secondary Education or its equivalent qualifications from a recognized institution.
- Valid and clean driving License classes –A,B,C, and E
- Basic mechanical or equivalent certification will be an added advantage.

Experience:

A minimum of two (2) years in a busy institution

Competencies

- Good communication skills
- Respectful
- Flexibility
- Good organizational skills
- Honesty and reliability
- Basic Computer Skills

Terms of employment

Employment is a one year renewable contract with a probation period for the first 3 months. Salary is negotiable within the appropriate grade depending on education, experience and demonstrated competency.

HOW TO APPLY

- a) All applicants must meet each selection criteria detailed in the minimum requirements.
- b) Must include a current CV with names of at least 2 referees.
- c) Must include copies of academic and professional certificates.
- d) Must include a copy of certificate of good conduct.

A duly signed application letter indicating the vacancy reference with copies of documents listed above should be sent to: phrdrecruit@pipsthika.org not later than **19th October, 2018**.

KEMRI IS AN EQUAL OPPORTUNITY EMPLOYER COMMITTED TO DIVERSITY; PERSONS WITH DISABILITY, WOMEN, YOUTH AND THOSE FROM MARGINALIZED AREAS ARE ENCOURAGED TO APPLY. KEMRI DOES NOT CHARGE A FEE AT ANY STAGE OF ITS RECRUITMENT PROCESS INCLUDING APPLICATION, INTERVIEW AND PROCESSING OF OFFER LETTER. IF ASKED FOR A FEE, REPORT SUCH REQUEST IMMEDIATELY.

Only short listed candidates will be contacted.