

## Global Alliance for Improved Nutrition

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| <b>Job title:</b> | Administrative Driver |
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| <b>Classification:</b> | Grade B                 | <b>Direct reports:</b>  | 0                    |
| <b>Work location</b>   | Nairobi/ Mombasa, Kenya | <b>Travel required:</b> | Up to 30% in country |

The Global Alliance for Improved Nutrition (GAIN) is a Swiss-based foundation launched at the United Nations in 2002 to tackle the human suffering caused by malnutrition. Due to COVID19, conflict in Ukraine and climate change, malnutrition and hunger have worsened significantly since 2019, reversing a decade of progress. There is growing recognition that our food systems need to change if we are to reverse these trends.

GAIN's Strategy aims to transform food systems to make healthier diets from sustainable food systems accessible to all people and especially those whose are most vulnerable to shocks. By 2027, we aim to improve the access of 1.5 billion people to nutritionally enhanced staple foods, improve the access of 25 million people to healthier diets, and support positive food system change in 10 countries. This is bold and complex, and the only way to achieve this is to work together with partners including governments, businesses, and civil society at the country and global level. These goals, and the ways of achieving them, build on our twenty-year legacy of transforming people's lives with improved nutrition through concerted action and effective policy change.

| DESCRIPTION  |
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| <p><b>Overall purpose</b></p> <p>The Driver will support to provide driving services for GAIN Country office, they shall oversee the vehicle to facilitate movement of staff and maintain vehicle in line with GAIN's Vehicle Use Policy and according to other GAIN policies and procedures for effective project implementation.</p>   |
| <p><b>Tasks and responsibilities</b></p> <ul style="list-style-type: none"> <li>• Maintain and ensure availability of all required documents/supplies including vehicle papers, first aid kits, vehicle spare parts, etc. in line with Kenyan road and traffic laws.</li> <li>• Ensure that the office directory, relevant maps, emergency contact information and other required documents are maintained in the assigned vehicle and kept up to date.</li> <li>• Drive office vehicles for the transport of authorized personnel.</li> <li>• Deliver and collect mail, support banking transactions, and deliver other documents and items to Offices/Embassies/Commercial Establishments/etc.</li> <li>• Receive and transport official personnel and visitors to and from the airport.</li> <li>• Ensure all immediate actions required by local traffic and road safety laws and all legal requirements are taken in case of involvement in accidents.</li> <li>• Ensure vehicle and vehicle management comply with the GAIN Vehicle Use Policy.</li> <li>• Ensure cost-saving by taking adequate care of the vehicle assets and driving responsibly.</li> <li>• Provide inputs to preparation of the vehicle maintenance plans.</li> <li>• Carry out day to day maintenance of the assigned vehicle including washing/cleaning and valeting.</li> <li>• Ensure that the GAIN official vehicles are always in good working condition and project the image of a responsible organization.</li> <li>• In collaboration with the Head of Operations, make minor repairs and decide on major repairs.</li> </ul> |

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- Change oil, check tires, lights horn, clutch and brakes and carry out other regular checks as detailed in the Vehicle Use Policy.
- Complete daily, weekly, monthly, and routine checks.
- Complete vehicle logs for every journey.
- Advise on the road worthiness of vehicles.
- Always maintain recommended fuel level in vehicles.
- Any other assigned duties.

### Key organisational relationships

- Reports to the Head of Operations.
- Supports all GAIN Kenya staff and visitors.
- Works closely with the Operations team.

## JOB REQUIREMENTS

### Competencies

- Proven knowledge of Nairobi routes and counties of project Implementation.
- A good track record of safely driving vehicles and experience in general office administration duties such as, financial transactions/processing, etc.;
- A thorough understanding of international organization rules and regulations for safe driving;
- Excellent driving skills;
- Basic mechanical skill preferred
- Display a good behavior, excellent manners and helping attitude.
- High sense of responsibility, courtesy, and the ability to work with people from different nationalities and cultural backgrounds
- Skills in basic MS office and computer applications.
- Highly organized and respectful person.
- Flexible, goal oriented and willingness to travel in challenging environments.
- Strong communication skills in multicultural environment.

### Experience

- Demonstrated driving work experience in other organisations in both the private and NGO sector.
- Experience in carrying out various administrative tasks
- Experience of stakeholder, partner, and guest management.

### Education

- Minimum O-Level certificate or equivalent

### Other requirements

- Have a valid Driving license PSV and Class B,C,E.

## WHAT GAIN OFFERS

## Global Alliance for Improved Nutrition

- A competitive remuneration package.
- Flexible working hours through hybrid working opportunities.
- Friendly working environment.
- Professional development opportunities.
- The chance to make a lasting contribution to reducing global malnutrition.