



Company Driver

Position: Company Driver

Location: Onsite

Duration: Full-time

Reporting to: Chief Executive Officer

Objective:

To ensure safe, reliable, and efficient transportation services for Jonica Foundation staff, volunteers, and materials, supporting the organization's operational and programmatic activities.

Key Responsibilities:

- Safely transport staff, volunteers, and materials to project sites, meetings, events, and other official destinations.
- Plan and navigate optimal routes to ensure timely arrival while minimizing travel risks.
- Maintain assigned vehicle(s) in good condition, including regular servicing, cleaning, and minor repairs.
- Monitor fuel consumption, mileage, and maintain accurate vehicle logs.
- Ensure adherence to traffic laws, road safety protocols, and organizational policies.
- Assist with loading and unloading project materials, equipment, and supplies.
- Support field logistics, including setup and coordination of project activities, as required.
- Report any incidents, vehicle damages, or accidents promptly to supervisors.

Required Skills & Competencies:

- Valid Kenyan driving licence.
- KCSE Certificate.
- Extensive knowledge of major routes across Kenya.
- Familiarity with vehicle maintenance, safety checks, and basic repairs.
- Strong sense of responsibility, punctuality, and professionalism.
- Ability to work independently and under minimal supervision.
- High level of integrity and discretion when transporting staff and confidential materials.

Application:

Empowering vulnerable mothers in Kenya to heal, rise, and build sustainable futures.

www.jonicafoundation.org



Send CV to career@jonicafoundation.org by **10th February 2026**. Only shortlisted candidates will be contacted.

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