

Job Description.

Job Title: Driver.

Location: CORDAID Kakamega Office.

Reports to: Project Lead-Access to Finance and Project Officer - Value Chain Expert for RKFINFA/GFYE Project Field Office.

1. Introduction

1.1. About Cordaid

Cordaid believes in a world without poverty and exclusion. We strive for just and sustainable societies where every person counts. We stand for knowledge and talent sharing between North and South, between farmers and businesses, between activists and policymakers. Where poverty, conflict and exclusion divide societies, we connect people and communities. We stand for professionalism, expertise and solidarity across borders. We aim at maximizing our social impact and contributing to systemic change. We operate where natural disasters strike, where conflicts tear up communities and where lack of opportunities and service delivery keep families in extreme poverty.

Cordaid is an internationally operating value-based emergency relief and development organisation, working in and on fragility.

Cordaid is a member of the international faith-based networks Caritas and ACT Alliance as well as other worldwide civil society networks. We work in around 20 countries in Africa and Asia.

2. Job Purpose

Cordaid is looking to recruit a qualified driver to support GFYE project activities in Western Kenya.

The driver will take regular visits throughout the designated location as well as taking Cordaid staff members to project related offices for work projects, in and outside of the designated region. This job requires punctuality, thoughtfulness, and a safety-first mentality.

2.1. Job Category: Programmes

2.2. Job Grade: Grade II (Cordaid Salary Scale)

2.3. Contract Period: One (1) year renewable based on performance and availability of funding.

2.4. Duty Station: Project Office in Kakamega with frequent travel to 7 project counties in Western Kenya.

3. Key Roles and Responsibilities

Driving

- Ensure timely pickup and drop-off of project staff and visitors to & from designated locations
- Map out driving routes ahead of time to determine the most expedient trip.

Safety and Security

- Adherence to the vehicle/road safety and security guidelines.
- Always follow traffic laws, speed limits, and police guidelines.
- Always keep alert and informed of changing road and weather conditions.
- Conduct regular vehicle inspections and report any issues.

Vehicle Maintenance

- Ensure general cleanliness of the vehicle.
- Schedule regular car service & maintenance appointments and report any issues.
- Book car wash and detailing services to maintain interior and exterior cleanliness of the car.
- Monitor motor vehicle insurance and adhere to the established guidelines.

Reporting

- Prepare and submit monthly vehicle fuelling, mileage and maintenance reports.
- Maintenance of vehicle records.
- Timely reporting and of incidents/accidents.

Qualifications, Skills and Experience

- Minimum of KCSE certificate or equivalent level of education.
- Valid Kenyan driving licence with at least Class B, C, and D (or equivalent categories), and a clean driving record.
- A Defensive Driving Certificate will be an added advantage.
- First Aid certification or basic life support training is an added advantage.
- At least (6) years' driving experience, preferably with an international NGO or similar organization.
- Proven experience driving in rural, remote, and difficult terrain across Kenya.
- Strong knowledge of traffic regulations, vehicle maintenance, and road safety standards.
- High level of integrity, reliability, and ability to work flexibly in support of project activities.
- Fluent in English and Kiswahili
- An understanding of local languages is an added advantage

Behavioral Competences

- Excellent communication (oral and written) skills.
- Excellent interpersonal skills.
- Excellent planning and organisation skills.
- High level of integrity.
- Ability to work a flexible schedule.

4. How to apply

Qualified and experienced persons are encouraged to urgently apply and attach detailed CVs to: [Driver | QEDHRMIS](#) by **Friday 13th March 2026**.

Only short-listed candidates will be contacted.

Cordaid is fully committed to provide a safe and welcoming workplace to its employees, and to maintain respect and dignity of everyone that comes into contact with Cordaid. Therefore, Cordaid participates in the *Inter-Agency Misconduct Disclosure Scheme*. For more information about Cordaid's work on integrity <https://www.cordaid.org/en/who-we-are/integrity-and-code-of-conduct/>.