



BARINGO COUNTY CONSERVANCIES ASSOCIATION (BCCA)

Baringo County Conservancies Association is a community led landscape organization for conservancies in Baringo, established in 2017 under societies act (Cap108). It was initiated by pastoral communities in Baringo as a way of conserving biodiversity and supporting sustainable livelihoods. Currently has a membership of 16 conservancies and more upcoming, covering an estimated area of 1,637km² benefiting over 153,850 people and surrounding constituents as indirect beneficiaries. The conservancies are spread cross Baringo County.

JOB VACANCY: DRIVER

BCCA is seeking to competitively fill the following vacant position: -

- **Designation:** Driver
- **Job Purpose:** To ensure the Secretariat work and projects is sufficiently supported by performing the duties of a driver and offering general office Messenger services.
- **Location:** Baringo
- **Job Type:** Full Time
- **Qualification:** Minimum KSCE
- **Experience:** 5 years
- **Contract Period:** 1 Year

Duties and Responsibilities

Key duties and responsibilities will be as follows: -

- As and whenever assigned, facilitate the CEO during routine work.
- Drive Secretariat staff to various destinations in the county and country as the Secretariat work may dictate;
- Deliver and pick letters, parcels to / from various offices and run other errands as directed;
- Operate and maintain assigned motor vehicle (s) in a clean and well serviced status and relevant licences are renewed in time in line with approved policies and procedures;
- Perform vehicle safety inspections, diagnose and report any mechanical issues in advance;
- Perform preventive maintenance and follow up on vehicle repairs with proper records;
- Maintain confidentiality and complete tasks within timelines and without jeopardizing safety or integrity of work.
- Any other duties as assigned from time to time.

Requirements:

- i. Should possess a clean driving license Class ABCE with a minimum 5 years satisfactory driving experience in the capacity of an executive driver.
- ii. Must be a KCSE qualifier
- iii. Hold a PSV license and a valid certificate of good conduct.
- iv. Good exposure on long distance travels remote areas and a thorough understanding of Baringo and major cities
- v. A background in executive driving and good skills in defensive driving.
- vi. Able to work under minimum supervision and under pressure including outside normal work hours
- vii. Be a person of impeccable integrity, commitment to work and takes initiative
- viii. Have excellent communication and interpersonal skills – good etiquette, attention to details, patient, flexible & time conscious.
- ix. Must be able to operate both manual vehicles;
- x. Conservancy membership, NYS trained, Tour guide, defensive driver or AA accreditation is an added advantage.

How to Apply:

Interested and qualifying candidates should complete application letter with Curriculum Vitae, Certificate of Good Conduct, Recommendation letters from your current or previous employer form to info@baringoconservancies.co.ke or send to **Baringo County Conservancies Association, P.O Box 136-30400, Kabarnet**. Please indicate the subject as “**Driver**” on the email subject line. The application should reach us not later than **January 30th, 2025**.

Only shortlisted candidates shall be contacted.