

DRIVER – NAKURU

DanChurchAid (DCA) is seeking to recruit an experienced, reliable, and energetic Kenyan national for the position of driver, based in Nakuru.

JOB PURPOSE

To provide safe, reliable, and efficient transportation services to DCA staff, partners, and authorized passengers while ensuring the assigned vehicle is properly maintained, secure, and operated in accordance with DCA policies and applicable traffic regulations.

PRIMARY RESPONSIBILITIES

- Safely transport DCA staff, visitors, partners, and authorized passengers as assigned.
- Ensure the assigned vehicle is clean, secure, serviced and maintained in good operating condition.
- Conduct routine vehicle checks and promptly report mechanical faults or other defects.
- Liaise with the supervisor to coordinate vehicle servicing, repairs and maintenance.
- Maintain accurate and up-to-date vehicle logbooks, mileage records, work tickets, fuel records and other required documentation.
- Support for fleet management in the Nakuru office, including the motorbikes and any other motor vehicles assigned to the office.
- Ensure compliance with the Kenyan Traffic Act and the DCA vehicle safety and security procedures..
- Safeguard passengers, vehicle contents, and DCA property while on duty.
- Report accidents, incidents, vehicle damage and other security or safety concerns immediately.
- Support transportation and logistics arrangements for trainings, workshops, meetings and other DCA activities.
- Assist with loading and offloading of light project materials and goods where required.
- Support other reasonable logistics duties as assigned.

REQUIRED QUALIFICATIONS AND EXPERIENCE

- Minimum secondary education – Diploma or Degree is an added advantage.
- Valid and clean driving license – Class BCE- old NTSA classification or Category B3 and Category C1, or C as a minimum (new NTSA classification).
- Minimum three (3) years of professional driving experience, preferably with an NGO, humanitarian organisation or similar institution.
- Demonstrable experience driving on different roads and in terrain conditions.
- Basic knowledge and practical skills in motor vehicle maintenance and troubleshooting.
- Basic knowledge of First Aid, defensive driving and road safety is an advantage.
- Good communication and interpersonal skills.
- High level of integrity, responsibility and professionalism.
- Ability to work independently and with minimal supervision.
- Strong organizational and record-keeping skills
- Good customer service and relationship-management skills.
- Basic computer skills will be an added advantage.

DESIRABLE TRAINING

- Defensive driving
- Motor vehicle maintenance/mechanics
- First Aid
- Fleet management
- Customer service/relationship management

The position is for a period of one year with a three-month probation period. DCA offers a salary package (salary, insurance, and benefits) in accordance with experience and the

DCA Kenya HR Manual.

Reporting line: As specified in the approved DCA Driver Job Description.

ABOUT US:

About DCA: DanChurchAid (DCA) is working in Turkana, West Pokot, Baringo, Elgeyo Marakwet, Nyandarua, Nakuru and Nairobi counties with refugees and local communities to enhance peace, livelihoods and resilience. DCA implements projects directly as well as through local partner organizations. For more information on DCA, please visit www.danchurchaid.org

HOW TO APPLY

Apply online through the DCA recruitment platform: <https://dca.career.emply.com/en/national-positions>

The application deadline is **22nd October 2026**

Any published closing dates are estimated. We aim to fill this vacancy as quickly as possible. This means that we will close adverts as soon as we have found the right candidate, and this may be before the published closing date. We would therefore advise interested applicants to apply as early as possible.

Only shortlisted candidates will be contacted.

DCA is an equal opportunity employer and encourages qualified candidates to apply regardless of race, gender, marital status or religious, political or ethnic affiliation.

DCA conducts a thorough anti-terror check as part of the recruitment process. It is a prerequisite that you can pass this check and maintain this status throughout your employment period. Everyone applying for a job with DCA must be ready to comply with our Code of Conduct, Staff Policy on Prevention of Sexual Exploitation, Abuse and Harassment and our Child Safeguarding Policy.