



*Serving rural Kenya*  
P.O. Box 82120 Mombasa Tel: 0708 – 343434  
E-mail: info@[yehu.org](mailto:info@yehu.org)

## **Yehu Microfinance Service Ltd Job Advertisement February 2018**

**Position Title:** Office Assistant / Driver

**Reports to:** Administration Officer

**Work Location:** Coast Region

### **Key Specific Responsibilities**

1. Exemplify and promote adherence to organizational values, code of conduct, policies and procedures as outlined and as guided by management from time to time.
2. Receive, sort and distribute incoming mail-Receipt and issue of branch requests for processing and returns
3. Ensure that the Office is tidy and presentable for organizational image at all times.
4. Receiving and recording of Clients/Visitors details
5. Keeping updated filing records as guided by the supervisor
6. Timely updates on current issues under job function
7. Maintains a tidy and clean kitchen at all times and the overall cleanliness of the organization's premises.
8. Maintains the general organization of the office.
9. Performs general office errands as requested such as going to the banks for delivery and collection of mails.
10. Ensure vehicle is kept clean, tidy and in good working condition at all times
11. Ensure vehicle is kept secure at all times
12. Make sure the vehicle is in good and serviceable mechanical condition at all times
13. Inspect vehicle prior departing for a job assignment, and equip the vehicle with all the required Company's supplies needed for specific job assignment.
14. Ensure vehicle repairs are carried out properly and to satisfactory completion as per the organization's specifications and road test the vehicle before embarking on any job assignment.
15. Prepare and submit vehicle monitoring report including records of vehicle maintenance, expenses, mileage, as per the Company's transport guidelines.
16. Keep an accurate Log Book of daily movements (work Ticket), servicing and vehicle defects. Log official trips, daily mileage, fuel consumption, oil changes etc.
17. Fulfills any other duties and responsibilities that may be assigned by the supervisor/or management.

### **Key Qualifications**

- Diploma/Certificate in Business Management/any relevant/related course
- Certificate of Secondary School Education, minimum of D+
- Ability to communicate and write in English and Kiswahili
- Competent computer skills including MS Office or equivalent
- Internet skills including use of e-mails, group messaging and data collection
- Previous office experience may be an added advantage
- Minimum of 4 years' experience as driver with good driving record

- Good knowledge about vehicle mechanics.
- Good understanding of Kenya traffic law.
- Knowledge of the Mombasa routings
- Riding skills
- Flexible, effective team work and interpersonal skills.
- Flexibility and ability to work long and irregular hours, shift duty and on public holidays
- A certificate of good conduct.
- P.S.V License is an added advantage.
- Holder of qualification in Vehicle Maintenance and Repairs is an added advantage
- First-Aid Certificate will be an added advantage

### **Key Competencies**

- Organization and planning skills
- Work management and prioritizing skills
- Verbal and written communication skills
- Ability to multi task and pay attention to detail
- Self-management skills
- Observance of the road and traffic laws and regulations of the republic of Kenya
- Safe driving practices adherence including local driving codes and Company's agreed driving standards.

Address applications with updated CV, supportive copies of certificates and testimonials to reach the address provided below on or before 17<sup>th</sup> February 2018.

**The Human Resources and Administration Officer**

**Yehu Microfinance Services Limited**

**P.O. BOX 82120-80100**

**MOMBASA**

**Or you can also email the applications through [info@yehu.org](mailto:info@yehu.org) and [hr@yehu.org](mailto:hr@yehu.org)**