



Job Vacancy - Driver

Reports to : Senior Driver
Location : Meru (with occasional travel to Nairobi and Amboseli NP)
Hours : Full Time
Department : Logistics and Operations
Accommodation is not included

About Born Free, Kenya

Inspired by Elsa the lioness, whose journey to freedom in Kenya was depicted in the 1966 film Born Free, the charity works globally, and in Kenya, to protect wildlife and their ecosystems.

Established in 2003, Born Free Kenya champions human-wildlife coexistence through hands-on conservation efforts, education, and community initiatives. In Amboseli and Meru National Parks, we monitor lions, giraffes, and elephants, and employ strategies to promote the co-existence of people and wildlife. We also support sustainable livelihoods, provide conservation education, and collaborate with partners to protect people, wildlife, and their habitats.

Role Responsibility

We are seeking a reliable and experienced Driver to join our team based in Meru-Maua, Kenya. The Driver will be responsible for providing safe and efficient transportation services. The ideal candidate should have a professional and friendly demeanor, excellent driving skills, and a thorough knowledge of manual transmission on 4x4 motor-vehicles.

Key responsibilities

Staff Facilitation

- Ensure facilitation of staff / visitors / donors/ to and from the field.
- Timely transporting of staff to and from administrative duties.
- Ensure safety of staff and vehicles while in the course of duty.

Vehicle Care and Maintenance

- Carry out scheduled mechanical and operational checks on vehicles and perform basic troubleshooting as guided by the senior driver.
- Report all vehicle malfunctions to the senior driver in writing within 24 hours.
- Ensure vehicle cleanliness all the time.
- Keep vehicle movement logbook up to date.
- Ensure that the vehicle is serviced at the required time.
- Ensure that all vehicle tools are in place and safely stored.
- Park the vehicle at the recommended parking areas by BFF.
- Adhere strictly to the Vehicle and Drivers Policy
- Obey Kenya traffic laws
- Surrender vehicle keys to the senior driver at the end of each journey



Documentation & Reporting

- Prepare and submit weekly motor vehicle reports to the senior driver and any other as directed from time to time.

Administration and Logistics Support

- Facilitate official deliveries of items as instructed.
- Work with Senior Driver in liaison with the Administration and Logistics Officer to plan and coordinate weekly logistics and vehicle allocations.

Knowledge, Skills and Qualifications for the Role

- KCSE certificate with a minimum of grade D.
- Clean driving license-Class C1.
- Minimum Seven (7) years' experience in driving class C1 manual vehicles with minimal accident cases.
- Basic knowledge of motor vehicle maintenance and mechanical skills
- Certificate in first AID and other safety & security measure
- Basic safety/ defensive training.
- Knowledge of Kenya transport regulatory acts and Law
- High professional ethics and integrity
- Valid certificate of good conduct
- Basic computer knowledge
- Excellent verbal and written communication skills in English and Swahili
- Ability to maintain a neat and presentable appearance at all times
- Ability to be flexible as needed, including work extended hours.
- The ability to work in a team
- Method of Application

Interested and qualified candidates should forward their CV to bornfreekenyahr@bornfree.or.ke quoting the position as the subject of email by 5pm 7th February 2025.

Note: This job description outlines the roles, duties, and responsibilities of the post. It is not intended to detail all specific tasks. Born Free reserves the right to alter the content of this job description to reflect the changing needs of the organisation but is a correct reflection of the main duties of the post at the time of writing.

Thank you for your interest in working for Born Free, Kenya.

www.bornfree.org.uk