



Working with

Position:	Dairy Cooperative Driver
Location:	Sultan Hamud and Masimba, Kajiado County
Reports to:	Milk Collection Centres Manager
Date of Issue:	10 th September 2020
Closing Date:	19 th September 2020

Background

Emali Dedicated Children's Agency (EDCA) is a Local Non-Governmental Organization (NGO) working with ChildFund Kenya towards helping the Deprived; Excluded and Vulnerable children have the capacity to improve their lives and the opportunity to become young adults, parent and leaders who bring lasting and positive change in their communities. EDCA in collaboration with ChildFund Kenya and ChildFund New Zealand through Ministry of Foreign Affairs and Trade (MFAT) is currently implementing Agriculture Dairy and Economic Development (ADED) 4years grant project at Emali (Kajiado East and Kibwezi West). Through the ADED Project, ChildFund Kenya in collaboration with Emali Dedicated Children's Agency and the Departments of Co-operative Development of Kajiado and Makueni County are facilitating dairy farmers from both counties to establish Samli Dairy Farmers' Cooperative Society Limited. In this regard the cooperative intends to hire one driver to be stationed at Sultan Hamud and Masimba Milk Collection Centres both in Kajiado Counties, to timely grade and collect milk from various milk collection centres and points and transport of milk to various market outlets. The driver will report to the Manager of the Milk Collection Centres and will assist in generating various reports. He/she will be expected to develop and maintain a good relationship with the project participants, Processors and relevant Government Departments and all the stakeholders to deliver on his /her mandate.

Roles and Responsibilities

- Perform all driving duties as assigned by the Supervisor or delegated authority and in accordance with the Samli Dairy Farmers' Cooperative policies.
- Ensure that the vehicle is clean, well maintained/serviced and driven with utmost care while observing the traffic regulations of Kenya at all time.
- Ensure that all trips have prior written approval from the immediate supervisor or his or her designee.
- Conduct pre and post trip vehicle inspections, accurately complete and submit inspection records and other required documents.
- Make entry into and maintain the mileage log of the vehicle at the start and end of each journey made by the vehicle.
- At the end of each month, ensure that returns on fuel utilization, repairs, services and general performance of the vehicle are submitted in a timely manner.
- Ensure that road license and insurance policy of the vehicle are valid and visible.
- Organizing the logistics of milk collection and checking the quality of the milk

- Ensure in time arriving at the predefined stops and at dairy factory or milk collection centers/ points.
- Ensure that clean and disinfected milk handling containers are used across the entire distribution chain.
- Grade the milk from individual farmers before bulking it in 50-litre aluminum cans for transportation
- Keep records of the milk quality and quantity as picked from the farmers and collection centers and deliver the same to the designated locations.
- Collect milk from the various collection centers, points and deliver it to designated locations.
- Ensure that staff and milk that onboard travel safely towards the main collection Centres and the factory or any other authorized destination.
- Ensure temperature of the refrigeration system are within allowable limits and temperature logs are filled at regular intervals wherever refrigeration system is on.
- ***Any other duties as assigned by immediate supervisor or delegated authority.***

QUALIFICATION AND EXPERIENCE

(Competences needed to perform the job to an acceptable standard)

- A minimum Kenya certificate of secondary education
- A clean and valid driving license class BCE
- Good record keeping
- Ability to speak, understand and write in English and Swahili
- Be accurate and experienced with organizing travels on time.
- Understanding of Kenyan traffic law
- Working experience with computer packages-MS Excel, word, outlook, power point is an added advantage
- A certificate in dairy science, food science or animal science is an added advantage.

Emali Dedicated children's Agency and ChildFund Kenya are committed to safeguarding the interests, rights, and well-being of children with whom it is in contact and to conducting its programs and operations in a manner that is safe for children.

Disclaimer: This job description is not an exhaustive list of the skill, effort, duties, and responsibilities associated with the position.

How to apply:

Application Procedure

Interested candidates who meet the above qualifications should send their applications to hr@emalidca.org to reach at the COB 19th September 2020; Address to:

THE PROJECT MANAGER

AGRICULTURE DAIRY ECONOMIC DEVELOPMENT GRANT

P.O. Box 249-90121 EMALI, KENYA

Only shortlisted candidates will be contacted.

Job disclaimer and notification:

Beware of scams – Emali Dedicated Children's Agency, Samli dairy farmers cooperative society ltd and ChildFund does not ask for payment during or after the recruitment process.
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