



<b>TALENT PROFILE</b>	
<b>Job Title:</b>	Driver/ Motorbike Rider
<b>Reporting to:</b>	Human Resource Manager
<b>Department</b>	Administration
<b>Location</b>	Nairobi, Kenya

### **ROLE SUMMARY**

AfriCert Limited is a private Certification Body incorporated in Kenya in 2004 and accredited for agricultural products certification by various international certification standards. The company is accredited against ISO/IEC 17065:2012 and headquartered in Nairobi, 1<sup>st</sup> Floor, Plaza 2000, Mombasa Road.

The Driver/ Rider will be responsible for providing safe, efficient, and reliable transportation services in support of AfriCert's operations. This role requires a high level of professionalism, integrity, and discretion, particularly in facilitating transport for senior executives. The ideal candidate will be detail-oriented, dependable, and adaptable to varying schedules and assignments.

<b><u>JOB SPECIFICATION:</u></b>	
1.	Safely drive authorized personnel to various destinations as required.
2.	Ensure timely pickups and drop-offs.
3.	Operate company fleet of motor vehicles and motorcycle(s) in a safe and efficient manner
4.	Maintain assigned vehicles and motorcycle in a clean and good working condition.
5.	Ensure regular maintenance, servicing, and timely repairs of vehicles.
6.	Monitor vehicle/ motorcycle insurance, inspection, and licensing renewals.
7.	Maintain accurate logs, including mileage, fuel consumption, and travel schedules.

8.	Perform messenger duties as needed, including delivering packages and official documents.
9.	Adhere to traffic laws, road safety regulations and company policies at all times.
10.	Maintain utmost discretion, professionalism, and courtesy, especially when transporting senior personnel.
11.	Report any accidents, injuries, or damage immediately.
12.	Perform other similar and related driver duties

**QUALIFICATIONS AND EXPERIENCE:**

- Valid Kenyan Driving License with a clean driving record.
- Minimum KCSE certificate or equivalent, certification in motor vehicle mechanics or auto engineering will be an added advantage.
- Valid Certificate of Good Conduct.
- At least 5–10 years of driving experience in either the private or public sector.
- Good geographical knowledge of Nairobi and other major towns .

**CORE COMPETENCIES:**

- Commitment to AfriCert’s core values.
- Excellent communication and interpersonal skills.
- High level of discretion, integrity and professionalism.
- Excellent time management and route planning skills.
- Ability to work independently.

Interested and qualified candidates should submit their application letter and detailed CV to [hrm@africertlimited.co.ke](mailto:hrm@africertlimited.co.ke) with a copy to [info@africertlimited.co.ke](mailto:info@africertlimited.co.ke) by 30<sup>th</sup> April, 2026. Only shortlisted candidates will be contacted.