

Job Announcement

GNI is an international humanitarian and development NGO in general consultative status with the United Nations Economic and Social Council (UN-ECOSOC) established in 1991. GNI has made great strides in its mission to eradicate poverty and provide a better quality of life to people around the world through community development project. We provide help and expertise through relief and development projects in the areas of education, health service, income generation, local community mobilization, child rights protection, and sustainable development projects.

- Written applications enclosing Certificates, testimonials and resume stating current and expected remuneration on or **before 12th March 2021** to **gn.kenya.recruit@gmail.com**. If you have a publication or any other portfolio related to your job application kindly include it in your application or share a web link.
- Interviews shall be both oral and written. Please mention your expected salary on your cover letter. This is mandatory requirement.
- Note that only successful applicants will be notified of the interview

Terms of reference

Kenya Good Neighbors does not request, permit or accept any compensation, bribe, gift or otherwise before, during and after the recruitment process from any interested candidates for any Job opportunities advertised. If any person requests, permits or accepts any form of compensation from any candidate kindly report to gn.kenya.recruit@gmail.com.

All application information provided shall be only genuine and factual. Any forged documentation and erroneous information submitted and stated during the recruitment process are strictly not allowed and will result in disqualification from the recruitment process and blacklisting of the respective candidate[s] from any other job vacancy application for all eternity. If there's any fraud, corruption and forgery detected, the employment will result in immediate termination and shall be required to compensate the organization.

In case of any relation, be it as a family member or relative, with any Kenya Good Neighbors staff(s), Board of Director(s), partners and stakeholders, kindly disclose this fact in advance before recruitment. Rest assured this will not impact or affect the recruitment process in any way. However, in the event that the fact is discovered after successful employment, the employment will be terminated with immediate effect and necessary compensation to be made to the organization.

Kindly take note that the successfully hired candidate will be required to submit their Certificate of Good Conduct before contracting. Failure to which will lead to failure to contract.

() Please note that agreement above mentioned clause will be requested before the interview.*

GN Kenya is seeking **transparent, passionate and qualified** candidates to fill the following vacant positions:

- 1 MATERNAL HEALTH PROJECT OFFICER (1)
 - 2 DRIVER (2)
 - 3 MVT MOTOR VEHICLE TECHNICIAN SUPERVISOR (1)
 - 4 CAR CENTRE MOBILE REPAIR MECHANICS AND DRIVER (1)
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1. MATERNAL HEALTH PROJECT OFFICER (1 Position)

Location: Bissil Office (Bissil, Kajiado County)

Employment Period: 9 Months Renewable

Employee Category: Fixed Term Contract

Key Responsibilities

- Provide facilitation and training support for maternal health components for the Maternal and Child Health Project.
- Ensure the implementation and continuity of antenatal and postnatal care, family planning, emergency obstetrical and neonatal care in accordance with MoH Reproductive Care Package of Activities and reinforce the implementation of standardized protocols.
- Properly follow up of all new born babies from delivery until discharge, informing mothers and relatives about importance of breast feeding, vaccination and possible complications resulting from harmful traditional practices.
- Assess the feasibility for referral of pregnant women for medical evacuation and/or complicated delivery with the help of CHVs/CHWs.
- Ensure hygiene and sterilization criteria are met according to standard specifications.
- Ensure patients' right to privacy and confidentiality is respected
- Provide facilitation and training support for a newly funded maternal and child health project.
- Participate in and provide input to regular project meetings and teleconferences.
- Provide technical support to country and project offices on maternal, newborn, and child health activities as required.
- Promote effective coordination, collaboration, communication and synergy across other KGN strategic projects through cross project assignments.
- Promote effective coordination, collaboration, communication and synergy among KGN stakeholders including Ministry of Health and Kajiado County.
- Support program development through project conceptualization, proposal development, identification of partners, identification and recruitment of key staff, and oversight/engagement in project implementation.

Qualifications

- Diploma holder as a Kenya Registered Community Health Nurse.
- Registered with the Nursing Council of Kenya.
- 3-years pre-service training at KMTC or a recognized facility for Registered Nurses.
- 1-2 years clinical management experience.
- At least 3 years of experience developing, providing facilitation to and managing Maternal Health projects.
- Experience identifying and securing funds for international MCHN projects
- Proven ability to design, and provide facilitation to maternal health and integrated MCHN projects, particularly community level projects.
- Demonstrated ability to engage in and manage teams and establish and maintain effective relationships with team members and host community counterparts including Community Health Workers (CHWs).
- Experience with maternal health policy/strategy/guideline development and training.
- Demonstrated ability to write concept notes, technical proposals and manage responses to tenders preferred.
- Demonstrated ability to work with projects, organizations, and external stakeholders, including development partners, in-country government organizations.
- Fluency in written and oral English; proficiency in Maasai language preferred

2. DRIVER (2 Positions)

Location: Meguarra Office (Meguarra, Narok County) and Head Office (Ruiru, Kiambu County)

Employment Period: 9 months renewable

Employee Category: Fixed Term Contract

Key Responsibilities

- Provide safe transportation for all passengers in the vehicle.
- Respect and obey all traffic laws and also adhere to KGN vehicle policies and procedures.
- Maintain daily Vehicle log record that is mileage and purpose.
- Maintain cleanliness of the vehicle both inside and outside at all times.
- Security and safety of the vehicle should also be considered.
- Transportation of project visitors and beneficiaries as required by the project management.
- Provide assistance with loading and unloading of the car.
- Perform any other duties assigned to them e.g. grounds man and storekeeper duties

Qualifications

- Must be at least 28 years of age with experience of at least 5 years.
- Current driving license free from current endorsements and valid for all the classes of vehicles which the candidate is required to drive including lorry.
- Accident-free record within the last four (5) years.
- Valid Good conduct certificate from Kenya Police Service.
- Experience in driving and familiarity through urban and rural terrain preferred.

- Demonstrated punctuality, attention to detail, professionalism, patience, good humor, flexibility, and overall positive attitude.
- Thorough knowledge of driving rules and regulations and be conversant with the Road Safety Code.
- Good communication and problem-solving skills.
- Oral and written English language fluency.
- Flexibility and adaptability to work under pressure

3. *MVT* MOTOR VEHICLE TECHNICIAN **SUPERVISOR (1 Position)**

Location: Bissil, Kajiado County

Employment Period: 8 months

Employee Category: Fixed Term Contract

Key Responsibilities

Building a strong team at the Mobile Repair Clinic and providing leadership and expertise in the following areas:

- Overhaul of Petrol and Diesel Engines
- Overhaul of Gearboxes and Differentials
- Advanced Servicing and Adjustments
- Arc Welding, Gas Welding, Soldering and Riveting
- EFI Technology
- Automotive Transmission
- Modern Diagnostic Machine
- Electrical and Electronic Ignition Systems
- Overhaul and Adjustment of Starter Motors and Alternators
- General Vehicle Lighting and Accessory Lighting Systems
- Work estimation on costs

Specific Responsibilities

- Diagnosis of vehicles and advise on the possible solutions
- Carrying out standard servicing, repairs and maintenance
- Road testing vehicles to check repairs
- Fitting and servicing accessories like stereos and alarms
- Keeping records
- Testing batteries and other parts of an engine
- Checking tyres and exhausts
- Replacing or repairing faulty parts
- Balancing and re-aligning wheels

- Checking a vehicle's tracking
- Repairing punctures
- Coordinating internship

Qualifications

- Minimum Diploma in Automotive or Motor vehicle mechanic.
- Education Standards Minimum KCSE C- and above.
- Basic Computer skills (MS Office, Excel, Word, e.t.c)
- A minimum experience of ten years in handling power mechanic equipment and busy workshop management.
- Apprenticeship or expertise in power mechanics will be an added advantage.
- To hold a valid driver's license.
- Fluency in English and Kiswahili.
- Good communication skills.
- Flexible.
- Reliable.
- Conversant with Bissil area and its environs

4. MOBILE REPAIR MECHANIC AND DRIVER (1 position)

Location: Bissil (Kajiado County)

Employment Period: 8 Months

Employee Category: Fixed Term Contract

Key Responsibilities

- Perform general maintenance works, repairing and maintaining motor vehicles.
- Major and minor repairs.
- Preventive maintenance of vehicles.
- Installation and replacement of faulty parts.
- Keeping equipment available for use by inspecting and testing vehicles; completing preventive maintenance such as, engine tune-ups, oil changes, tire rotation and changes, wheel balancing, replacing filters.
- Maintaining vehicle functional by conducting inspections; repairing engine failures; repairing mechanical and electrical systems malfunctions; replacing parts and components; repairing body damage.
- Maintaining vehicle appearance by cleaning, washing, and painting.
- Making work orders and material requests for vehicles.
- Carrying out other mechanical duties

Qualifications

- Minimum Government Grade Test 3 or equivalent Diploma.
- At least 5 years' experience as a motor vehicle mechanic.
- Experience in motor vehicle repair and education of Motor Vehicle Technology
- Must have a valid driving license for all classes
- Technical knowledge.
- Problem-solving skills.
- Ability to use a range of tools.
- Ability to work methodically, paying attention to details.
- Ability to follow written and verbal instructions
- Project Supervision and having a computer skills for periodic reporting
- Conversant with Bissil area and its environs

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