



DEPARTMENT OF THE TREASURY
BUREAU OF THE PUBLIC DEBT
PARKERSBURG, WV 26106-1328

SOLICITATION NO: RFQ-ADF-12-0015
KENYA DRIVER
January 19, 2012

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JOB VACANCY

DRIVER

Background

The African Development Foundation (ADF) is an agency of the United States Government. ADF supports the development of smallholder agricultural producers, small-scale agribusinesses (SSAs) and small and medium-sized enterprises (SMEs) in Africa. The Foundation has programs in more than 20 African countries including Kenya, where funding of activities began in 2011. ADF's office in Kenya provides on-going support to grantees and identifies viable local grassroots organizations that show potential to create employment opportunities, generate income, and increase food security in Turkana.

ADF seeks a qualified individual to serve as a Driver for its field office in Kenya.

KNOWLEDGE, EXPERIENCE, SKILLS AND ABILITIES:

Required:

- Valid Class ABC driver's license
- Good physical and mental health – A physical, including a drug test, shall be obtained within 60 days of contract award. Certification from Physician shall be submitted to ADF headquarters in Washington, D.C.
- Availability for extensive travel in-country.
- Willing to be summoned at short notice and be available for evening service when necessary and for extended travel assignments.
- Ability to follow filing, local purchase instructions, and directions provided by the Regional Program Director through local field staff.
- Fluency in spoken English, Turkana, and Swahili.
- Knowledgeable of operating and safety rules and regulations
- Ability to operate a four-wheel drive vehicle in a manner that complies with Kenyan laws and regulations.
- Able to read and understand signs and safety regulations
- Must have a thorough knowledge of safe operating practices for moving vehicles.
- Basic knowledge of car maintenance and repair. Able to perform minor maintenance tasks, such as checking fluid levels and filling if necessary, checking tire pressure, and changing tires.



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- Able to perform physical tasks required in bending, reaching, and turning to operate pedals and controls, frequently handling objects that weigh up to 65 pounds, as well as tasks requiring considerable physical effort such as changing tires and making limited emergency repairs.
- Detailed familiarity with routes, driving conditions, and services available in Turkana, Kenya.
- At least two (2) years of professional driving experience working with international organizations or large private and/or public corporations.
- Demonstrated experience driving in all types of terrain ranging from open highways to dirt/sandy roads.
- A list of three (3) references with contact information (telephone and if available, email)

HOW TO APPLY

This job announcement is solely intended to advertise the Driver/Clerk position opening. To apply for this position, **YOU MUST RESPOND IN ACCORDANCE WITH THE SOLICITATION # RFQ-ADF-12-0015 POSTED AT <http://www.usadf.gov>. A COPY OF THE SOLICITATION CAN ALSO BE OBTAINED FROM THE USADF FIELD OFFICE IN LODWAR, KENYA, LOCATED ON BUMPY LANE OFF MAMA MZUNGU STREET.**

Only short-listed candidates will be contacted.