

ABOUT THE ROLE

Responsible for clerical and administrative tasks to support day-to-day office operation.

DUTIES

- Ensuring that assigned motorcycle is used for authorized assignments and is mechanically viable and in good working condition always.
- Respecting all road users, road safety and traffic rules and regulations and observe them.
- Examining the motorbike to be driven and ensuring timely reporting of all maintenance issues to the Supervisor.
- Ensuring security, maintenance, care and the cleanliness of the assigned motorbike.
- Ensuring that the driving licenses are valid and displayed as per the national traffic regulations requirement.
- Ensuring that any journey(s) undertaken by the motorbike are logged, authorized and official.
- Record information, such as items received and delivered.
- Performing any other duties as may be assigned from time to time.

MINIMUM QUALIFICATIONS

- Kenya Certificate of Secondary Education.
- Clean and valid driver's license class A1 A2.
- Must have excellent knowledge and experience motorbike-riding.
- Solid experience in defensive and offensive driving.
- Basic mechanical knowledge of vehicles.
- Minimum 3 to 5 years proven accident-free driving.
- Well, trained in traffic safety and highway codes.
- Well conversant with Nairobi streets, avenues and residences.
- Ability to communicate fluently, written and spoken, both English and Swahili.
- Competent in computer application/ IT literate
- Experience in courier service organization or environment will be an added advantage.
- To dress professionally and in accordance with the institutional dress code.

HOW TO APPLY:

If you meet the above requirements and interested in joining a team of hardworking staff, please send your resume, application letter clearly indicating the position applied, copies of relevant academic and professional certificates, national identity card or passport, testimonials and other relevant supporting documents, your current gross pay and salary expectations to the address below or via email to career@umma.ac.ke indicating the position and reference your applying for as the subject of your email by **9th September 2021**.

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