

## JOB ADVERTISEMENT: Oxygen Plant Driver

<b>Purpose</b>	The plant driver is meant to ensure timely distribution of oxygen and collection of oxygen cylinders from clients at the health facilities. The oxygen cylinders should be transported as per the required standards in the track to ensure that quality is maintained and safety measures are met.
<b>Job Title:</b>	Driver
<b>Location:</b>	1 in Nairobi and 1 in Nakuru
<b>Reporting to:</b>	Plant Manager/Supervisor
<b>Key Relationships</b>	Plant Manager/Supervisor, Plant Operator and Plant Loader
<b>Application Information</b>	<a href="mailto:hr@cphdev.org">hr@cphdev.org</a>
<b>Job Application Deadline</b>	4 <sup>th</sup> August 2017

### Organization

The Centre for Public Health and Development (CPHD) is a non-profit organization that aims to bring innovative solutions to public health challenges in the Eastern African region. The organization has been working toward improving public health through innovative methods. Hewa Tele is a social enterprise that is affiliated with CPHD. CPHD combines local capacity with global knowledge to empower public and private health sector workers to improve access to better quality health services for the people they serve. Today, CPHD is leading a number of innovative projects in the region that seek to fast-track attainment of the Sustainable Development Goals to ensure healthy lives and promote well-being for all at all ages.

Hewa Tele is a social enterprise affiliated with CPHD which was set up with a vision to make oxygen an essential part of emergency healthcare at all levels of facilities in Sub-Saharan Africa.

Hewa Tele strives to ensure that:

1. Oxygen is readily available at all level facilities
2. Oxygen is accessible to patients who need it.
3. Oxygen is affordable.

### Purpose

The plant driver is meant to ensure timely distribution of oxygen and collection of oxygen cylinders from clients at the health facilities. The oxygen cylinders should be transported as per the required standards in the track to ensure that quality is maintained and safety measures are met.

Key Responsibilities	Key Performance Indicators
<ul style="list-style-type: none"> <li>• Drive the Hewa Tele oxygen distribution vehicles and transport authorized personnel</li> <li>• Collect empty oxygen cylinders and deliver oxygen to health facilities while ensuring that the cylinders are well packed in the truck as per the</li> </ul>	<ul style="list-style-type: none"> <li>• Compliance with authorization rules on company transportation of only authorized persons and ferry only company related things</li> <li>• Timely delivery of oxygen and parcels. Additionally, oxygen cylinders and parcels pickups should be timely; and proper records of this</li> </ul>

<p>standard procedures</p> <ul style="list-style-type: none"> <li>• Perform daily checks on tires, brakes, engine oil, fan belt, etc and maintains a check list and be accountable for the items. Report promptly any defects and malfunctioning of the vehicle that require immediate attention to the Plant Manager. Maintain cleanliness of the vehicle.</li> <li>• Log official trips, daily mileage, gas consumption, oil changes and greasing</li> <li>• Ensure the truck work ticket is always filled and updated for all trips</li> <li>• Ensure the safety of passengers, oxygen and oxygen cylinders during storage, loading and transportation</li> <li>• Observe traffic rules and road discipline</li> <li>• Comply strictly with vehicle servicing schedules and notifies plant manager two weeks in advance for booking purposes. Immediately report and inform the supervisor of vehicle/road accidents encountered and obtain police reports</li> <li>• Refuel the vehicle as required</li> <li>• Ensures all assigned vehicle movements are approved prior to trip</li> <li>• Ensure that the Hewa Tele track is only used for official/authorized business</li> <li>• Ensure that the keys are returned for safekeeping at the end of the day</li> <li>• Support in the loading of cylinders on to the truck</li> </ul>	<p>should be maintained</p> <ul style="list-style-type: none"> <li>• High standards of vehicle maintenance with timely service and repairs</li> <li>• Accurate logging of all trip details</li> <li>• Provision of duly filled in work tickets</li> <li>• Ensure that all passengers belt up before starting the journey. Comply with the oxygen and oxygen cylinders loading and transportation guidelines</li> <li>• Maintenance a good record with regard to traffic rules and the Law of Kenya</li> <li>• High standards of vehicle maintenance with timely service and repairs. Careful driving in compliance with the law and traffic rules to prevent accidents that can be avoided</li> <li>• Ensure that the vehicle always has fuel that is at least 1/2 tank full</li> <li>• Smooth running of oxygen delivery and cylinders pick up</li> <li>• Ensure that the log book is always accurately filled in and signed. Accurate record keeping of cylinders received at all times</li> <li>• Timely distribution of the return of vehicles after pick-ups and deliveries</li> <li>• Ensure that delivery notes are always fully filled and handed over to the plant manager timely</li> </ul>
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## Qualifications

- Possess a clean and valid Driving License. Class ABCE and G (Vehicle and motorcycle)
- Possess a Certificate of Good Conduct
- Possession of a Defensive Driving Certificate and a Certificate of Competence from AA of Kenya Computer Literate an added advantage
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## Experience and Skills

- Have at least 5 Years professional driving experience in a large organization
- Good command of the English and Kiswahili languages
- Excellent customer service skills
- Security and safety minded
- A good knowledge of Nairobi/ Nakuru and its environs and the whole of Kenya at large.

Successful performance for this position will not simply defined in terms of achievement, but equally is about 'how' the staff member goes about his/her job and the impact it will have to others. This will be:-

### **Initiative**

Thinking ahead and taking action to make the most of opportunities by finding the optimum solution

### **Innovative**

Thinking creatively and outside of the box so that ideas generated create a positive outcome

### **Effective Communication**

Communicating through active listening and good questioning techniques, using appropriate body language, ensuring information is clear and concise.

### **Responsive**

Being responsive to changing priorities and demands

### **Working Efficiently**

Planning, prioritizing and organizing work to ensure work is accurate and deadlines are met

### **Sharing Information**

Sharing information and knowledge whilst maintaining confidentiality

### **Focus on Learning**

Taking responsibility for keeping knowledge and skills updated and for seeking opportunities to develop further

### **Commitment**

Awareness and understanding of goals, vision and values and how your role impacts on this and going the extra mile to meet role requirements

### **Driven**

Drive and determination to deliver results

### **Accountable**

Taking responsibility for appropriate decisions that you make, and the actions and behavior you demonstrate

**Embracing Change**

Openness to embracing change within the organization and being able to adjust plans/activities accordingly

**Motivated**

Motivation towards achieving quality results to maximize potential

**Team Player**

Working as part of a team by being supportive, flexible and showing respect for each other