

**EMPLOYMENT OPPORTUNITY:
AGENCY FOR CROSS-BORDER PASTORALISTS DEVELOPMENT (APaD) - KENYA**



About the Agency for Cross-Border Pastoralists Development (APaD):

The Agency for Cross-Border Pastoralists Development (APaD) is a Non-Governmental Organization duly registered by the Non-Governmental Organization (NGO) Board of Kenya. It has its Head Office in **Lodwar town and field offices in Kakuma and Lokiriama, Turkana County**. Founded and registered as a Community-Based Organization in 2002, APaD transitioned to an NGO in 2019. APaD envisions a community that is empowered, secure, dignified, and resilient. The organization implements its programs in pastoralist Arid and Semi-Arid Lands (ASALs) in Northern Kenya, with a particular focus on Turkana and West Pokot Counties; and across the international borderlands with Uganda, South Sudan, and Ethiopia (the IGAD's Karamoja Cluster).

To contribute to addressing issues plaguing the pastoralist communities within the IGAD's Karamoja Cluster, APaD implements programs in the following thematic areas of focus: Peacebuilding and Governance; Food Security and Livestock Development; Community Health and Nutrition; Climate Resilience and Natural Resource Management (NRM); Disaster Risk Reduction (DRR) and Humanitarian Response; Women and Youth Empowerment; Water, Sanitation and Hygiene (WASH); and, Research, Advocacy, and Policy Influence.

As part of its commitment to impactful and sustainable change, APaD employs **a comprehensive set of programmatic approaches** that integrate peacebuilding, development, and humanitarian action to ensure seamless transitions from emergency response to long-term resilience (the twin-track approach). Its **multi-sectoral and community-led interventions** address complex challenges—such as conflict, climate change, food insecurity, and governance deficits—through participatory, inclusive, and rights-based strategies. APaD emphasizes **evidence-based programming, multi-stakeholder collaboration, and policy advocacy**, while actively promoting **women's and youth leadership**. The organization also adopts **adaptive management and continuous learning** to enhance the relevance, innovation, and effectiveness of its programs in cross-border pastoralist contexts.

As part of its organizational growth and program expansion, **APaD is seeking to recruit qualified, competent, passionate, and committed professionals** for the following position:

DRIVER & LOGISTICS ASSISTANT

Location: Kakuma, Turkana County

Reports To: Procurement & Logistics Officer

Position Type: Full-time

Contract Duration: 1 year (renewable based on performance and funding availability)

Application Deadline: 21st July 2025

Position Summary

APaD seeks a qualified and professional **Driver and Logistics Assistant** to support transportation, logistics, and administrative functions in our field operations. The successful candidate will be responsible for the safe and timely transportation of staff and goods, vehicle maintenance, and supporting procurement, storekeeping, and general logistics tasks to ensure the smooth implementation of the APaD's programs in Turkana West Sub-County.

Key Responsibilities

a. Driving Duties:

- Safely transport staff, visitors, goods, and documents to project sites and official engagements.
- Conduct routine checks and maintenance of the assigned vehicle and ensure it remains clean, roadworthy, and properly fueled.
- Maintain an accurate and up-to-date vehicle logbook, including mileage, servicing records, fuel usage, and any relevant incidents.
- Ensure all passengers comply with safety standards, including the use of seatbelts.
- Report accidents, breakdowns, or any mechanical issues promptly to the supervisor.

b. Logistics and Administrative Support:

- Assist in the delivery and collection of supplies, materials, and official documents.
- Support procurement processes, including collecting quotations, delivering purchase orders, and transporting goods.
- Assist in inventory management and stock verification at the store.
- Support the organization of field activities, including travel arrangements and logistical planning.
- Provide general administrative assistance as may be requested by the Logistics & Operations team.

Minimum Qualifications & Experience

- KCSE Certificate or equivalent academic qualification.
- Valid BCE driving license with a clean driving record.
- Minimum of 3 years of driving and logistics experience with an NGO, government agency, or private sector.
- Basic knowledge of vehicle mechanics and preventive maintenance.
- Working knowledge of procurement and logistics support functions is an added advantage.
- Certificate of Good Conduct from the Directorate of Criminal Investigations (DCI).
- Knowledge of local geography, routes, and terrain, especially in Turkana and cross-border regions.
- Fluency in Kiswahili and working knowledge of English; knowledge of the Turkana language is a plus.
- Defensive driving and/or First Aid training is desirable.

Core Competencies

- **Professionalism and Integrity:** Demonstrates a strong sense of responsibility, ethical conduct, and commitment to organizational values.

- **Interpersonal and Communication Skills:** Effectively engages with colleagues, partners, and stakeholders through clear and respectful communication.
- **Multitasking and Prioritization:** Manages multiple tasks efficiently, meets deadlines, and adapts to shifting priorities with minimal supervision.
- **Teamwork and Flexibility:** Works collaboratively with others and remains proactive and adaptable in remote, challenging, or high-pressure environments.
- **Attention to Detail and Compliance:** Maintains accuracy and adheres to organizational procedures, safety standards, and compliance protocols.

HOW TO APPLY:

Interested and qualified candidates are invited to submit the following documents:

- A cover letter
- A detailed and up-to-date CV
- Copies of academic certificates, professional certifications, and testimonials
- Contact information for three professional referees

Applications should be sent via email, addressed to the Human Resource Officer, at recruitment-hr@apadkenya.org. The email subject line should clearly indicate the position being applied for, e.g., **“Procurement & Logistics Officer Application.”** The deadline for submission is **21st July 2025, at 5:00 PM EAT (Close of Business)**.

Alternatively, hard copy applications may be hand-delivered during official working hours (Monday to Friday) to the organization’s Head Office in Lodwar and addressed to:

The Human Resources Officer
Agency for Cross-Border Pastoralists Development (APaD)
P.O. Box 342-30500
Lodwar, Turkana County; Kenya.
Turkwel Buildings, Off NORAD Road; Nawoitong’.

The Agency for Cross-Border Pastoralists Development (APaD) is an equal opportunity employer committed to promoting diversity and inclusion. All employment decisions are made without regard to gender, ethnicity, religion, disability, or any other protected characteristic. Female candidates and other qualified applicants from Turkana County are strongly encouraged to apply.

We appreciate ALL applications. However, due to the high volume of applications received, only shortlisted candidates will be contacted.