Annex 1

**Handyman Terms and Conditions of the Contract**

The primary function of this subordinate post is to support the Project Management Unit in delivery, transporting services and general office tasks which could be heavy lifting in nature.

In consultation with the Project Management Unit and the Project Implementing Partners (PIPs), the post holder shall be responsible, and not limited to the following;

1. deliver payment documents to Treasury (KFSU)
2. collect cheques from KFSU and deliver to Suppliers and Brokers whose service PMU needs
3. deposit salary cheques at individuals’ personal bank accounts and send telmo to extension staff when required;
4. meet upon arrival and transport foreign visitors (including UNDP team) to PMU and other appointments and drop at airport upon departure;
5. transport PIPs, including window shopping for asset procurement;
6. arrange transport hire for PIPs trip to and from airport/port;
7. assist the Project Assistant with administrative tasks, to facilitate PMU’s preparation prior meetings, retreats, travel, including physical preparation and/or outreach;
8. act as PA in her/his absence,
9. window shopping for PMU’s stationery to obtain invoices and collect paid items;
10. keep a record of the PMU stationery stores (stationary and other consumables)
11. assist the PA with updating the project expenditure listing and delivery of retirement claims at both KFSU and deposit at Bank.
12. ensure project fixed assets (including vehicle) are properly stored, cleaned and subject to regular maintenance as required to prolong useful life;
13. act as messenger for PMU and deliver documents to intended recipients;
14. assist Project Assistant with UNDP requirements, to update the Project Asset Inventory every month and follow-up with last borrower for all project fixed assets kept at PMU;
15. Assist the PA with logistical arrangements of outdoor activities of PMU and other PIPs;
16. Undertake other duties that the Project Coordinator and other senior staff of PMU delegate, as may be required from time to time;

**Necessary Background and Personality**:

1. Qualification:
2. High school leaver certificate; F/5-7
3. Certified driver with a valid driving (manual) licence
4. Understand and can communicate in English

**B. Work Experience**:

1. Must be a certified driver (manual) for at least 3 to 5 years without any accidents
2. Must be physically fit to handle heavy cargo
3. Proven sense of responsibility to assigned duties including custody of assets and property
4. Several years in handling cash without loss
5. Proven industrious nature
6. Knowledge of Government Centre of Business
7. Have worked in a similar position for at least a year would be an advantage
8. Having banking knowledge would be an advantage

**C. Attributes**:

Honest with high integrity.

Very diligent in all assigned tasks

Always welcome new tasks to learn from

Highly industrious to complete overwhelming tasks

Responsible and dependable member of community/village/organization

**Salary Level**: L14-12

**Age** **Limit**: 20 to 40

Only Electronic application would be accepted.

Please send application letters to [t.reema@melad.gov.ki](mailto:t.reema@melad.gov.ki)

Deadline for submission of application letters is **24 Jan 2020**