



SMEP Microfinance Bank PLC is a dynamic Christian based Bank regulated by the Central Bank of Kenya, whose **Mission** is *“To empower families in Kenya’s underserved communities with impactful financial solutions as we live and proclaim the gospel of Jesus Christ”*, with over 34 outlets across the country.

We are inviting applications from interested and suitably qualified candidates who are *passionate about transforming lives in the society as they live and proclaim the gospel of Jesus Christ*, to fill the following position:

### **1) ADMINISTRATION ASSISTANT & DRIVER - HR&ADMIN /05 /26/HRD**

The position is responsible for timely, efficient, and safe transportation of authorized persons; conveyance and delivery of various Banks’ correspondences & documents, assigned Administration roles, maintenance of the assigned vehicle(s) in a clean and mechanically sound condition; and ensuring compliance with legal requirements & to uphold the Banks’ *Mission, Vision, Core Values and Motivation during the work tenure at SMEP MFB PLC.*

#### **KEY DUTIES AND RESPONSIBILITIES**

- Perform driving duties as per assigned responsibilities, which include errands within the vicinity of the office location and long distance trips in accordance with Banks’ policies.
- Drive the Bank’s vehicles in a manner that is compatible to international safety standards and exercise caution when driving by ensuring that the vehicle is not exposed to risks such as theft and accidents etc.
- Keep the assigned vehicles in good running condition and perform routine daily checks, fuel consumption and submit on weekly basis a summary of the same to ensure that the vehicle is in good working condition.
- Ensure the safety of individuals using the vehicle.
- Ensure that any goods and effects being transported by the vehicle are handled in a safe and cautious manner.
- Ensure that vehicle insurance and other requisite licenses are always valid.
- Collection and delivery of Banks’ correspondences to respective destinations.
- Handling of the assigned Office Administration roles to the expected standards Maintain high standards of service at all times.
- Ensure that safe driving practices are adhered to including local driving codes and internally agreed standards.
- Perform any other duties as assigned by supervisor.

#### **QUALIFICATIONS AND COMPETENCIES:**

- A minimum of **5 years experience** in driving particularly in a corporate set up
- Must have KCSE certificate with a minimum of grade of C- (minus)
- A minimum of a Diploma level training in Business related field.
- Defensive driving and preventive maintenance driving course.
- Knowledge of Traffic Rules, road safety and general understanding of Bank transports needs.
- Must have a clean and valid driving license of classes BCE.
- Relevant training in automobile maintenance or mechanical works knowledge is an added advantage

- A valid Certificate of Good Conduct
- Must be professional and confident with high levels of integrity
- Should have practical knowledge of computer applications
- Good interpersonal & communication skills with excellent customer service
- Ability to work independently under minimum supervision.
- Candidates must be practicing Christians who uphold and embody Christian values in their professional conduct.
- **Aged between 32 and 38 years.**

### **HOW TO APPLY**

Qualified and interested candidates who meet the above criteria should download the “Job Application Form” at [www.smep.co.ke/careers](http://www.smep.co.ke/careers) and send their filled applications to [recruitment@smep.co.ke](mailto:recruitment@smep.co.ke) indicating the ***Job Title & Reference on the e-mail subject on or before Monday 18<sup>th</sup> May, 2026.*** Only shortlisted candidates will be contacted.