


DRIVER POSITION

	JOB TITLE	Driver
	DIRECTORATE/ DEPARTMENT	Directorate of Corporate Services, Administration Department
	GRADE/LEVEL	IRA 10
	IMMEDIATE SUPERVISOR	Administration Officer

a) Job purpose

The position is responsible for driving staff and authorised persons to assigned duty stations, and ensuring routine checks and maintenance of vehicles is performed.

b) Job Specifications

Duties and responsibilities will entail:

- (i) Driving the vehicle as authorized;
- (ii) Carrying out routine checks on the vehicle's cooling and oil systems, electrical system, tyre pressure and brakes;
- (iii) Implement preventive maintenance of the vehicle by carrying out minor mechanical adjustments;
- (iv) Detecting and reporting malfunctioning of vehicle systems;
- (v) Security and safety of the vehicle on and off the road;
- (vi) Observe traffic and safety precautions in order to prevent accidents and avoid traffic violations;
- (vii) Guard against potential loss/damage to Authorities assets and personal liabilities allocated for delivery;
- (viii) Safety of passengers and/or goods therein;
- (ix) Maintaining cleanliness of the vehicle;
- (x) Maintenance of work tickets for vehicles assigned to the driver;
- (xi) Request for petrol and ensure that the vehicle is serviced in accordance with planned schedule

c) Persons Specifications

- (i) Have a valid driving license free from any current endorsements(s) for classes of the vehicles the driver is required to drive;
- (ii) Have the Occupational Trade Test II Certificate for Drivers;
- (iii) Kenya Certificate of Secondary Education mean grade D+(plus) or its equivalent qualification
- (iv) Have at least three (3) years previous satisfactory driving experience after obtaining the driving license; and
- (v) Have a Defensive Driving Certificate from the Automobile Association of Kenya (AA) or its equivalent qualification from any other recognized institution;
- (vi) Have a Certificate of Good Conduct (renewable after two (2) years);
- (vii) Have a First Aid Certificate course lasting not less than one (1) week from St. Johns Ambulance or any other recognized institution;
- (viii) Meets the provision of Chapter Six of the Constitution.

d) Competencies and skills

- (i) Good communication skills
- (ii) Good organization and inter personal skills
- (iii) Ethical and integrity
- (iv) Team player