

**DRIVER I, GRADE 9 (REF. NO. KeNHA/DRIVER / 02/2025) – 14 POSITION**

Job Title:	DRIVER I	KeNHA GRADE 9	14 Position
Terms of Service	Contract		
Place of Work:	KeNHA		
Directorate:	Corporate Services		
Reporting to:	Senior Officer		

Job Purpose

The purpose of this job is driving Authority's vehicles carry out checks on the vehicles cooling oil, electrical and brake systems, tyre pressure and other related routine checks.

Job Description

- (i) Duties and responsibilities at this level will entail:
- (ii) Driving the vehicle as authorized;
- (iii) Ensuring security and safety of the vehicle, passengers and goods on and off the road;
- (iv) Maintaining daily work ticket(s);
- (v) Carrying out routine checks on the vehicle's cooling, oil, electrical and brake systems and tyre pressure;
- (vi) Detecting and reporting vehicle defects on time;
- (vii) Ensuring vehicle cleanliness;
- (viii) Timely reporting of accidents and follow up of police abstract; and
- (ix) Vehicle inspection and keeping up-to-date insurance documents.

Job Specifications

For appointment to this grade, an officer must have:

- (i) Cumulative period of six (6) years' relevant work experience three (3) of which should have been in the grade of a Driver II or comparable position.
- (ii) Kenya Certificate of Secondary Education (KCSE) mean grade D (Plain) for Drivers or its equivalent qualification from a recognized Institution;
- (iii) A valid driving license free from any current endorsement(s) for the class(es) of vehicle(s) an officer is required to drive;

- (iv) Attended a First-Aid Certificate Course lasting not less than one (1) week from St. John Ambulance or Kenya Institute of Highway and Building Technology (KIHBT) or any other recognized Institution;
- (v) Certificate in Suitability Trade for Drivers conducted by the Ministry responsible for transport;
- (vi) Certificate in Occupational Trade Test II for Drivers conducted by the Ministry responsible for Transport;
- (vii) Defensive Driving certificate from the Automobile Association (AA) of Kenya or its equivalent qualification from a recognized Institution;
- (viii) Valid recommendation report of Refresher Course for drivers lasting not less than one (1) week after every three (3) years at the Kenya Institute of Highways and building Technology (KIHBT) or any other recognized Institution;
- (ix) A valid Clearance Certificate from the National Police Service;
- (x) Proficiency in computer applications
- (xi) Shown merit and ability as reflected in work performance and results.