

DRIVER

Gross salary: Consolidated (KDIC Scale 10)

Leave allowance: As per KDIC approved rate

Annual Leave: 30 working days per financial year

Medical Cover: As provided in the KDIC Medical Scheme

Terms of Service: Permanent and Pensionable

a) Duties and responsibilities will entail:

- i. Providing transporting services to the Corporation;
- ii. Ferrying staff to designated official destinations
- iii. Ensuring maintenance and proper management of assigned vehicle(s);
- iv. Ensuring the assigned vehicle(s) has the necessary tools (toolbox, spotlight, umbrella, fire extinguisher, and an equipped first aid kit);
- v. Running errands in line with corporation activities.
- vi. Ensuring that the vehicle insurance is renewed when due;
- vii. Ensuring that the vehicle is taken for service when due;
- viii. Routinely checking the vehicle and promptly reporting any defects;
- ix. Adherence to the Traffic Act, and the Corporation's policies and procedures on fleet management;
- x. Ensuring that all journeys using the vehicle are duly authorized and captured in the work ticket;
- xi. Ensuring driving license is valid at all times;
- xii. Ensure that the assigned vehicle(s) is always fuelled in line with the policies and procedures on fleet management;
- xiii. Report any incidence to the police and the supervisor immediately they occur.
- xiv. Ensuring cleanliness of assigned vehicle.

b. Requirements for Appointment;

- i. At least five (5) years relevant work experience in a comparable position;
- ii. A valid BCE driving license.
- iii. KCSE (mean grade D+ plus) or equivalent;

- iv. Proficiency in Computer applications;
- v. First Aid certificate course lasting not less than one week from a recognized institution.
- vi. Occupational Trade Test III
- vii. Defensive Driving
- viii. Fulfilling the requirements of Chapter Six of the Constitution of Kenya 2010.