



MINISTRY OF INTERIOR AND CO-ORDINATION OF NATIONAL GOVERNMENT

State Department for Interior and Citizen Services

Directorate of Immigration Services

VACANCIES

DRIVER, JOB GROUP 'D' NINE (9) POSTS

PERMANENT OR AGREEMENT,

JOB GROUP 'D': KSHS. KSH.14,610 X 510 – 15,120 X 550–15,670 x 580 –16,250 p.m.

Requirements for Appointment

For appointment to this grade, a candidate must have:

- (i) Kenya Certificate of secondary Education mean grade D plain or its equivalent qualification from a recognized Institution;
- (ii) a valid driving license free from any current endorsements(s) for class(es) of vehicle(s) an officer is required to drive;
- (iii) attended a First –Aid Certificate Course lasting not less than one(1) week at St. John Ambulance or Kenya Institute of Highway and Building Technology (KIHBT) or any other recognized Institution;
- (iv) passed Suitability Test for Driver Grade III;
- (v) passed a practical Test for Drivers conducted by the respective Ministry/Department;
- (vi) a valid Certificate of Good Conduct from the Kenya Police; and
- (vii) at least two(2) years driving experience.

Duties and Responsibilities

This is the entry grade into the Driver's cadre.

Duties and responsibilities at this level will involve driving a motor vehicle as authorized; carrying out routine checks on the vehicle's cooling, oil, electrical and brake systems, tyre pressure, etc; detecting and reporting malfunctioning of vehicle systems; maintenance of work tickets for vehicles assigned; ensuring security and safety for the vehicle on and off the road; safety of passengers and/or goods therein; and maintaining cleanliness of the vehicle