



THE NATIONAL GENDER AND EQUALITY COMMISSION

OUR VISION

A society free from all forms of inequality and discrimination

OUR MISSION

To promote gender equality and freedom from discrimination for all persons in Kenya

VACANCIES

The National Gender and Equality Commission (NGEC) invites applications from suitably qualified candidates for the position of;

DRIVER (NGEC 9)

TERMS OF SERVICE: 5 year contract renewable

OTHER BENEFITS: Medical Cover, Group Life Insurance and WIBA

STATION: Kitui, Malindi, Nakuru & Garissa

REF: NGEC/HR/22/2018 –(4 posts)

Requirements for the Appointment

For appointment to this grade, an applicant must have:

- i. Served as a Driver for minimum period of five (5) years;
- ii. A valid driving licence with current endorsement for class (es) of vehicles the officer is required to drive;
- iii. Defensive driving certificate from the Automobile Association (AA) of Kenya or its equivalent qualifications from a recognized institution is an added advantage;
- iv. Attended a First Aid Certificate course at any recognized institution;
- v. Attended a refresher course for Drivers;
- vi. Police Clearance Certificate; and
- vii. Show merit and ability as reflected in work performance and results

The Duties and Responsibilities

The Officer will be responsible to the Head of Administration. Duties and responsibilities to this post include:-

- i. Driving motor vehicle as authorized;
- ii. Carrying out routine checks on the vehicle's cooling, oil, electrical and brake systems, tyre pressure;
- iii. Detecting and reporting malfunctioning of vehicle systems;
- iv. Maintenance of work ticket for vehicles assigned;
- v. Ensuring security and safety for the vehicles on and off the road;
- vi. Ensuring safety of the passengers and/or goods therein; and
- vii. Maintaining cleanliness of the vehicles

HOW TO APPLY

- i) Interested candidates who meet the minimum requirements to submit their applications together with :
 - A detailed Curriculum Vitae;
 - A copy of National Identity Card and
- ii) Attach Certified copies of Academic Certificates, Transcripts and any other relevant supporting documents.
- iii) All applicants should attach a copy of the letter of appointment to their substantive post showing **current position and salary**;
- iv) Applicants should submit three (3) names of referees one of which must be the **current employer** and their mobile telephone and e-mail contacts.

Clearly indicate your region of interest in the application letter: All applications without the region of interest will NOT be considered.

Please Note that:

- i) The Commission is an equal opportunity employer. **Persons with Disabilities, Youth, People from Marginalized groups and Minority communities who meet the requirements of the advertised job are especially encouraged to apply.**

- ii) The Commission does not ask for any money nor ask applicants to undergo medical examination.**
- iii)** Only shortlisted candidates will be notified and will be required to provide clearance from KRA, CID, EACC, HELB and CRB
- iv)** It is a criminal offence for any applicant to provide false information and documents in the job application
- v)** Canvassing will lead to automatic disqualification
- vi)** A candidate who applies online must scan and attach all the required documents.

All applications should be addressed to:

The Commission Secretary/CEO
National Gender and Equality Commission
Solution Tech Building, Longonot Road, Upper Hill
P O Box 27512-00506

NAIROBI

OR

Email to: hrdriverjobs2018@ngeckkenya.org

To reach the Commission on or before 3rd December 2018 by 5pm.

CANCELLED