



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

JOB VACANCIES

The National Gender and Equality Commission (NGEC) invites applications from suitably qualified candidates for the position of Driver for Regional offices.

DRIVER (NGEC 9):	GARISSA AND NAKURU REGIONAL OFFICES
TERMS OF SERVICE:	5 year contract renewable
OTHER BENEFITS:	Medical Cover, Group Life Insurance and WIBA
REF:	NGEC/HR/22/2019 – (2 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. Must have undergone a Government Driver's suitability test in the past two years.
- v. Must have a Grade II Government trade test.

- vi. Attended a First Aid Certificate course at any recognized institution within the past two(2) years;
- vii. Attended a refresher course for Drivers;
- viii. A Valid Certificate of good conduct/Police Clearance Certificate; and
- ix. 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
 - Certified copies of Educational Certificates
- ii) All applicants should attach a copy of the letter of appointment to their substantive post showing **current position and salary**;
- iii) Applicants should submit three (3) names of referees one of which must be the **current employer** and their mobile telephone and e-mail contacts.

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) Applicants are not required to undergo any medical examination or pay any monies in regard to this advert.**
- 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.
- vii)** Failure to attach one or all the required documents will lead to disqualification.
- viii)**

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: hrjobs2019@ngeckkenya.org

Please clearly indicate the job title, reference number and the preferred duty location/region on the subject line and on the envelope. Failure to which, your application will not be considered.

To reach the Commission on or before 6th February, 2019