



ADVERTISEMENT

POST : DRIVER III FOR NAIROBI

The College is inviting applications for the suitable qualified persons for a position of a driver :

No	Position Title	Department	Grade	No of vacant Positions	Terms of service
1.	Driver III	Human Resource and Administration	KUC12	2	Contract

DRIVER III, KUC 12

a) Job Description

Duties and Responsibilities entail:

- i) Carrying out routine checks on vehicle’s cooling, oil, electrical and brake systems and tyre pressure;
- ii) Detecting and reporting vehicle defects on time; ensuring vehicle cleanliness;
- iii) Driving the vehicle as authorized;
- iv) Ensuring security and safety of the vehicle on and off the road, passengers and goods therein;
- v) Maintaining daily work ticket;
- vi) Ensuring routine service and maintenance of the vehicle;
- vii) Timely reporting of accidents and follow up of police abstract;
- viii) Vehicle inspection and keeping up-to-date insurance documents.
- ix) Maintain strict confidentiality in matters learnt inadvertently or otherwise from phone calls, conversations and other interactions with the passengers or between the passengers and other parties.

b) Person Specifications

For appointment to this grade a candidate must have:

- i) Kenya Certificate of Secondary Education (KCSE) mean grade of D- (Minus);
- ii) Computer proficiency
- iii) PSV Certificate
- iv) Defensive Driving and first aid skills Certificate from a recognized institution;
- v) Valid Class BCE Driving License;
- vi) Occupational Trade Test Grade III for drivers;
- vii) Proven driving skills; Relevant experience of not less than three (3) years
- viii) Meets the provisions of Chapter Six of the Constitution



KENYA UTALII COLLEGE, NAIROBI

Written applications accompanied by copies of certificates and curriculum vitae should be addressed to:

**Director, Human Resources & Administration
Kenya Utalii College
P.O Box 31052-00600
Nairobi.**

So as to reach by **Wednesday, 18th March, 2026**

