



## **JOB VACANCY**

The National Communications Secretariat established under Section 84 of the Kenya Information and Communications Act 1998, is the policy advisory body to the Government of Kenya on all matters pertaining to the ICT sector through the Ministry of ICT, Innovation and Youth Affairs.

Applications are invited from suitably qualified Kenyans for the position of **DRIVER** in the Secretariat.

<b>AVAILABILITY:</b>	<b>IMMEDIATE</b>
<b>DURATION:</b>	<b>THREE YEARS (PERFORMANCE-BASED RENEWABLE CONTRACT)</b>
<b>DUTY STATION:</b>	<b>NAIROBI</b>
<b>APPLICATION DEADLINE:</b>	<b>26<sup>TH</sup> NOVEMBER 2021</b>

Duties and responsibilities at this level entail:-

1. Driving vehicles as authorized;
2. Carrying out routine checks on the vehicles;
3. Detecting and report malfunctioning of vehicles system;
4. Maintaining records of vehicles;
5. Ensuring security and safety of the vehicle;
6. Overseeing safety of the passengers, goods and other road users;
7. Maintaining cleanliness of the vehicle;
8. Ensuring adherence to or observations of traffic laws; and
9. Reporting any incidents to police and/or the office immediately they occur.

### **Job Specifications**

For appointment to this grade, an candidate must have:-

1. Kenya Certificate of Secondary Examination (KCSE) mean grade D (Plus) or equivalent qualification from a recognized institution;
2. At least two (2) years driving experience;
3. Valid driving license;
4. Certificate of Good Conduct from the National Police Service;
5. Occupational Trade Test for Drivers grade III;
6. Certificate in First Aid;
7. Fluency in English and Kiswahili; and
8. Proficiency in computer applications.

Interested applicants who meet the above requirements can email applications to [jobs2021@ncs.go.ke](mailto:jobs2021@ncs.go.ke) or submit to:

**National Communications Secretariat**  
**P. O. Box 10756 – 00100**  
**NAIROBI**

Applications must include a cover letter stating how the applicant meets required specifications and a detailed CV including work experience and three professional referees with complete and current contact information.

Shortlisted candidates will be required to satisfy the requirements of Chapter Six of the Constitution of Kenya 2010 and if successful, should submit the following current documents among others:

- Police Clearance Certificate from the Directorate of Criminal Investigations;
- Tax Compliance Certificate from the Kenya Revenue Authority;
- Clearance from the Ethics and Anti-Corruption Commission;
- Certification from an Approved Credit Reference Bureau; and
- Letter of recommendation from previous employer.

*National Communication Secretariat values diversity therefore Special Interest Groups including youth, women, Persons With Disability (PWD) and Minority & Marginalized are strongly encouraged to apply.*

*Only short listed candidates will be contacted.*

Website: [www.ncs.go.ke](http://www.ncs.go.ke)

Twitter: @ncs\_kenya