



## COUNTY ASSEMBLIES FORUM (CAF)

Flamingo Towers, 5th Floor Wing B, Mara Road, Upper Hill P.o Box 73552- 00200 Nairobi Kenya Tel: 0701 046 933  
Email:communication@countyassembliesforum.org www.countyassembliesforum.org

### JOB VACANCY

The County Assemblies Forum (CAF) invites applications from suitably qualified candidates for the position of a Driver for the CAF Secretariat, Nairobi.

<b>POSITION:</b>	<b>DRIVER</b>
<b>TERMS OF SERVICE:</b>	<b>5 year contract renewable</b>
<b>OTHER BENEFITS:</b>	<b>Medical Cover (Inpatient and Outpatient cover) and Gratuity on expiry of contract</b>
<b>REF:</b>	<b>CAF/HR/001/2019</b>

### 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 BCE or equivalent 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

## Duties and Responsibilities

The Officer will be responsible to the Finance and Administration officer. 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 and their mobile telephone and e-mail contacts

## Please Note that

- I. The Forum is an equal opportunity employer.
- 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. Applications are via email only. Applicants must scan and attach all the required documents.
- VII. Failure to attach one or all the required documents will lead to disqualification.

**All applications should be addressed and emailed to:**

The Chief Executive Officer  
County Assemblies Forum  
Flamingo Towers, 5<sup>th</sup> Floor, Upperhill, Mara Road  
P O Box 27512-00506  
NAIROBI

Email to: [jobs@countyassembliesforum.org](mailto:jobs@countyassembliesforum.org)

To reach the Forum on or before 25th October 2019