



REPUBLIC OF KENYA
MINISTRY OF INFORMATION, COMMUNICATIONS AND TECHNOLOGY

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TELPOSTATOWERS
P.O. Box 30025-00100
NAIROBI

Ref: MICT /A2/2/4/Vol.E/38

6th August, 2017

Hon. Attorney General
All Principal Secretaries,
The Private Secretaries/Controller of State House
The Secretary/ CEO Public Service of Kenya
The Clerk National Assembly
The Registrar High Court of Kenya
The Director General NYS
All County Governments

INTERNAL ADVERTISEMENTS FOR VACANCIES IN THE GRADE OF DRIVER III – JOB GROUP ‘D’- FOUR (4) POSTS

Applications are invited from suitably qualified candidates to fill the post of Driver III in the state department of ICT and Innovation.
Interested and qualified persons are requested to submit their applications by completing **ONE** application form **PSC 2** (Revised 2016). The form may be downloaded from the Public Service Commission website **www.publicservice.go.ke**.
All applications should be addressed to;

**The Cabinet Secretary,
Ministry of Information Communications and Technology,
State Department for ICT & Innovation,
P.O. Box 30025-00100,
NAIROBI**

OR

**Hand delivered to the Director Human resources and Development office
Telposta Towers (GPO) 8th floor Room K-17,
On or before 29th August, 2018.**

ADVERTISEMENT OF POST OF DRIVER III – JOB GROUP ‘D’- FOUR (4) POSTS

TERMS OF SERVICE: Permanent and Pensionable

Salary Scale -	Kshs. 14,610 - Kshs. 16,250 Monthly
House Allowance -	Kshs. 4,125 Monthly
Commuter Allowance -	Kshs. 3, 000 Monthly
Leave Allowance -	Kshs. 4, 000 Once Annually

(a) Duties and Responsibilities:

Duties and responsibilities at this level will involve driving a motor vehicle as authorized; carrying out routine checks on the vehicle's cooling, oil, electrical and brake systems, tyre pressure, etc.; detecting and reporting malfunctioning of vehicle systems; maintenance of work tickets for vehicles assigned; ensuring security and safety for the vehicle on and off the road; safety of the passengers and/or goods therein; and maintaining cleanliness of the vehicle.

(b) Requirements for Appointment

For direct appointment to the grade of Driver III Job Group 'D', a candidate must have:-

- (i) Kenya Certificate of Secondary Education mean grade D plain or its equivalent qualification from a recognized Institution;
- (ii) A valid driving license free from any current endorsement(s) for class(es) of vehicle(s) an officer is required to drive;
- (iii) Attended a First -Aid Certificate Course lasting not less than one (1) week at St. John Ambulance or Kenya Institute of Highway and Building Technology (KIHBT) or any other recognized Institution;
- (iv) Passed suitability Test for Driver Grade III;
- (v) Passed Practical Test for Drivers conducted by the respective Ministry/Department;
- (vi) A valid Certificate of Good Conduct from the Kenya Police;
- (vii) At least two (2) years driving experience

J.K. Odhiambo

FOR: CABINET SECRETARY