



The National Gender and Equality Commission (NGEC) is a Constitutional Commission established by the National Gender and Equality Commission Act. No. 15 of 2011 pursuant to Article 59 (4) & (5) of the Constitution of Kenya, 2010. The Commission's mandate is to promote gender equality and freedom from discrimination for all people in Kenya with focus on special interest groups, which include women, children, youth, Persons with Disabilities (PWDs), older members of society, minorities and marginalized groups.

The Commission is seeking to recruit a highly motivated, visionary, dynamic and results oriented candidate to fill the following position:-

DRIVER III, NGEC SCALE 9: REF NGEC/HR/6/2021: ONE POST

TERMS OF SERVICE: PERMANENT AND PENSIONABLE

OTHER BENEFITS: Medical Cover, Group Life Insurance and WIBA

REF: –NGEC/HR/6/2021

THE DUTIES AND RESPONSIBILITIES

The Officer will report to the Head of Administration. Duties and responsibilities to this post include:-

1. Driving of vehicles as authorized;
2. Maintaining vehicles assigned to them;
3. Detecting common mechanical faults on the vehicles;
4. Carrying out routine checks on vehicle's cooling, oil, electrical, brake systems and tyre pressure and monitoring dates for due service;
5. Reporting all accidents, incidents and any malfunctions of the vehicle systems promptly;
6. Maintaining daily work tickets for vehicles;
7. Ensuring safety of vehicles on and off the road;
8. Ensuring safety of passengers; and
9. Maintaining the vehicles' cleanliness, including appropriate fumigation and sanitization.

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade, the candidate must have:

1. A Kenya Certificate of Secondary Education (KCSE) mean grade D+ (plus);
2. A valid driving license free from any endorsements for classes of vehicles an officer is required to drive;
3. At least three(3) years active driving experience;
4. Passed Occupational Trade Test II for Drivers;
5. Passed suitability test for Drivers Grade II conducted by Kenya Institute of Highways Building and Technology (KIHBT) ;
6. A Defensive Driving Certificate from the Automobile Association (AA) of Kenya or its equivalent qualification from a recognized institution;
7. Attended a First-Aid Certificate Course lasting not less than one (1) week in a recognized institution;
8. Attended a refresher course for drivers lasting not less than one (1) week in a recognized institution;
9. Computer skills; and
10. Met the requirements of Chapter six (6) of the Constitution of Kenya, 2010.

HOW TO APPLY

Interested candidates who meet the minimum requirements should submit their applications together with;

- i. A detailed Curriculum Vitae;
- ii. A copy of the National Identity Card;
- iii. Certified copies of Academic and Professional Certificates;
- iv. Applicants should submit three (3) names of referees and their mobile telephone and e-mail contacts.

Interested candidates who meet the minimum requirements are requested to visit the NGENC website www.ngeckkenya.org under the careers section where comprehensive job descriptions have been posted. All applications **MUST BE SUBMITTED IN SOFT COPY ONLY**, through the email address **driveradvert@ngeckkenya.org** so as to reach the Commission on or before **7th September 2021 at 5.00 pm.**

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

Please note that:

- i) The National Gender and Equality Commission is an equal opportunity employer;
- ii) The Commission neither asks for money nor require applicants to undergo any medical examination;
- iii) Only shortlisted candidates will be notified and will be required to provide clearance from KRA, POLICE(Certificate of Good Conduct) , 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.