

Driver 1 – Grade NCIC 8 at National Cohesion and Integration Commission

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Company: JobWebKenya

Location: Kenya

Category: transportation-and-material-moving

Job Description

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The NCIC is a statutory body established under the National Cohesion and Integration Act (Act No.12 of). The Commission was borne out of the realization that long lasting peace, sustainable development and harmonious coexistence among Kenyans requires deliberate normative, institutional and attitudinal processes of constructing nationhood, national cohesion and integration. The Commission draws its existence from the National Dialogue and Reconciliation Agreement signed in Nairobi on 1 February, by the Government; Party of National Unity (PNU) and Orange Democratic Movement (ODM) delegations, and witnessed by H.E. Kofi A. Annan for the Panel of Eminent African Personalities. This Agreement formed the basis of the National Accord that H.E. President Mwai Kibaki and the Rt. Hon. Prime Minister Raila Amolo Odinga signed on 28 February, when the dialogue was officially launched.

Job Summary

This position is responsible for provision of transportation services for authorized persons as well as goods, timely and consistent maintenance of assigned vehicles, maintenance of assigned work ticket and ensuring the security of the vehicle on and off the road.

Reporting to: Administration Officer

Duties and responsibilities

Operational Responsibilities / Tasks

Driving the vehicle as authorised.

Ensuring security and safety of the vehicle, passengers and goods on and off the road.

Maintaining daily work ticket.

Ensuring routine service and maintenance of the vehicle.

Carrying out routine service and maintenance on vehicle's cooling, oil, electrical and brake systems and tire pressure.

Detecting and reporting vehicle defects on time.

Ensuring vehicle cleanliness.

Reporting accidents promptly and following up on police abstracts.

Inspecting vehicles and keeping up-to-date insurance documents.

Requirements for appointment

Academic qualifications

Kenya Certificate of Secondary Education (KCSE) mean grade D or its equivalent.

Valid class BCE Driving License free from any endorsement.

Occupational Trade Test Grade 1 for drivers.

First-Aid Certificate Course lasting not less than one week from St. John Ambulance or Kenya Institute of Highways and Building Technology (KIHBT) or any other recognized institution.

Certificate of good conduct from the Kenya police service.

Attended a refresher course for drivers lasting not less than one week within three years at Kenya Institute of Highway and building technology (KIHBT).

Certificate in computer application skills. And Shown merit and ability as reflected in work performance and results.

Previous relevant work experience required.

Three previous relevant work experience.

Required Functional Skills, Behavioral Competencies/Attributes;

Communication skills.

Interpersonal skills.

Ability to work under pressure.

Ability to work well with teams.

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