

## Driver at National Drought Management Authority

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### Job Description

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The National Drought Management Authority (NDMA) is a public body established by the National Drought Management Authority (NDMA) Act, . It previously operated under the State Corporations Act (Cap ) of the Laws of Kenya by Legal Notice Number of November 24, . The Act gives the NDMA the mandate to exercise overall coordination over all matters relating to drought risk management and to establish mechanisms, either on its own or with stakeholders, that will end drought emergencies in Kenya.

### Key Responsibilities;

Duties and responsibilities will entail: –

Driving a motor vehicle as authorized;

Carrying out checks on the vehicle's cooling, oil, electrical and brake systems, tyre pressure and other related routine checks;

Detecting and reporting malfunctioning of vehicle systems;

Maintaining work tickets for vehicles assigned;

Ensuring security and safety for the vehicle on and off the road;

Ensuring safety of the passengers and/or goods therein; and

Maintaining cleanliness of the vehicle.

## Qualifications

For appointment to this grade, a candidate must have:

Kenya Certificate of Secondary Education (KCSE) mean Grade D or its equivalent qualification;

Occupational Trade Test I/II/III for Drivers;

Valid driving license free from any current endorsement(s) for the class(es) of vehicle(s).

First-Aid Certificate Course lasting not less than one (1) week from St. John Ambulance or Kenya Institute of Highway and Building Technology (KIHBT) or any other recognized Institution.

Proficiency in computer applications

Valid Certificate of Good Conduct.

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