

Driver II – (NGEC 9) 1 Post at National Gender and Equality Commission – NGEC

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Category: transportation-and-material-moving

Job Description

The National Gender Equality Commission is a constitutional Commission established by an Act of Parliament in August , as a successor commission to the Kenya National Human Rights and Equality Commission pursuant to Article 59 of the Constitution. NGEC derives its mandate from Articles 27, 43, and Chapter Fifteen of the Constitution; and section 8 of NGEC Act (Cap. 15) of , with the objectives of promoting gender equality and freedom from discrimination.

REF:NGEC/HR/11/7/

DUTIES AND RESPONSIBILITIES

An officer at this level will be responsible for the following duties:

Driving of vehicles as authorized;

Maintaining vehicles assigned to them;

Detecting common mechanical faults on the vehicles;

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

Reporting all accidents, incidents and any malfunctions of the vehicle systems promptly;

Maintaining daily work tickets for vehicles;

Ensuring safety of vehicles on and off the road;

Ensuring safety of passengers, and

Maintaining the vehicles' cleanliness.

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade, an officer must have:

Served in the grade of Driver III for a minimum period of three years;

A Kenya Certificate of Secondary Education (KCSE) mean grade D+ (plus);

A Valid driving license free from any endorsements for classes of vehicles an officer is required to drive;

Passed Occupational Trade Test II for Drivers;

Passed suitability test for Drivers Grade II conducted by Kenya Institute of Highways Building and Technology (KIHBT)

A Defensive Driving Certificate from the Automobile Association (AA) of Kenya or its equivalent qualification from a recognized institution;

Attended a First-Aid Certificate Course lasting not less than one week in a recognized institution;

Attended a refresher course for drivers lasting not less than one week in a recognized institution;

Computer skills,

Met the requirements of Chapter six of the Constitution of Kenya, ; and

Shown merit and ability in work performance and results.

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