

## Motor Vehicle Mechanic III – 27 Positions at Ministry of Defense

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### Job Description

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The Ministry of Defence is at Ulinzi House off Lenana Road in Nairobi. The Ministry is headed by the Cabinet Secretary who is responsible to the President and Commander – in – Chief on matters of policy. The Cabinet Secretary is appointed by the President and chairs the Defence Council which is responsible for the overall control and direction of the Kenya Defence Forces. Chief of the Defence Forces (CDF) is the professional head of the three Kenya Defence Forces Services and the Principal Military Advisor to the Commander – in – Chief. He is also responsible for the control, direction and general superintendence of the Defence Forces. The Principal Secretary is the accounting and authorized officer on financial and administration matters of the Ministry of Defence. He/she is also personally accountable to Parliament for the expenditures of all public moneys provided for the Ministry of Defence. Commitment The Ministry of Defence is committed to defending and protecting the people of the Republic of Kenya and their property against external aggression and also in providing support to the Civil Authority as per the Law. Our Mandate To defend and protect the sovereignty and territorial integrity of the Republic of Kenya; assist and cooperate with other authorities in situations of emergency and disaster; and upon approval of the National Assembly, may be deployed to restore peace in any part of Kenya affected by unrest or instability.

### Duties and Responsibilities

This is the entry and training grade for this cadre and the officer will work under the

supervision and guidance of a senior officer. Duties entail:

Inspecting and testing vehicles; completing preventive maintenance such as, engine tune-ups, oil changes, tire rotation and changes, wheel balancing, replacing filters.

Maintains vehicle functional condition by listening to operator complaints; conducting inspections; repairing engine failures; repairing mechanical malfunctions; replacing parts and components;

Verifies vehicle serviceability by conducting test drives; adjusting controls and systems.

Maintains vehicle records by recording service and repairs.

### **Requirements for Appointment**

For appointment to this grade, the candidate must have: –

Kenya Certificate of Secondary Education (KCSE) mean grade 'D' plain or its equivalent from a recognized institution.

Artisan National Trade Test Certificate Grade III/apprentice Certificate awarded by the National Industrial Training Authority or its equivalent and relevant qualification from a recognized institution; and

Having NYS certificates will be an added advantage.

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