

Principal Driver (2 Posts) at Kiambu County Government

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Company: JobWebKenya

Location: Kenya

Category: transportation-and-material-moving

Job Description

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Kiambu County is one of the 47 counties in the Republic of Kenya. It is located in the central region and covers a total area of 2,5 Km² with .3 Km² under forest cover according to the Kenya Population and Housing Census. Kiambu County borders.

Duties and responsibilities at this level will entail:

Drive the county executive vehicles for official travel and business, or as instructed by the Chief of Staff;

Maintain high standard of service;

Ensure strict punctuality and safe transport;

Observing the road and traffic laws and regulations of the Republic of Kenya;

Ensure that safe driving practices are adhered to including local driving codes and internationally agreed standards;

Ensure that vehicles are kept clean, tidy and in good working condition at all times;

Ensure that any vehicle in his/her possession is kept secure at all times;

Ensure that vehicles are given regular/day-to-day maintenance checks including but not limited to checking oil, water, battery, brakes, tyres etc;

Ensure that vehicles repairs are carried out properly to official manufacturers' specifications';

Perform minor repairs and arrange for other repairs, prepare vehicle spare parts inventory;

Prepare and submit vehicle monitoring report, including records of vehicle operations, maintenance, expenses and mileage, at end of each month;

Ensure the vehicle insurance and registration is updated according to schedule;

Person Specifications:

For appointment to this scale, a candidate must meet the following requirements:

Have a valid driving license;

Possesses over 5 years' experience working as an executive driver in a corporate environment in either private or Public Sector;

Be in possession of a Defensive Driving Certificate from the Automobile Association (AA) of Kenya or its equivalent qualification from a recognized Institution;

Attended a refresher course for drivers lasting not less than one week within three years at Kenya Institute of Highway and Building Technology (KIHBT) or any other recognized institution;)

Must be able to communicate fluently in English and Kiswahili;

A polite and professional disposition;

Good Vision;

Be in possession of a valid Certificate of Good Conduct from the Directorate of Criminal Investigations;

Have shown merit and ability as reflected in work performance and results;

Good communication and interpersonal skills;

Ability to handle matters with integrity and confidentiality

Fulfils the requirements of Chapter Six of the Constitution

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