

Senior Driver at Kenya Plant Health Inspectorate Service (KEPHIS)

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Job Description

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Kenya Plant Health Inspectorate Service (KEPHIS) is the government parastatal whose responsibility is to assure the quality of agricultural inputs and produce to prevent adverse impact on the economy, the environment and human health. Vision: Healthy plants, safe trade and sustainable aggro-environment for a prosperous Kenya. Mission: To provide a science based regulatory service by assuring plant health, quality of agricultural inputs and produce for food security, globally competitive agriculture and sustainable development.

Duties and Responsibilities:

Transport authorized persons for official duties;

Drive the assigned vehicle ensuring the safety of passengers, vehicle and other road users for the transport of authorized persons;

Responsible for the day to day maintenance of the assigned vehicle —check oil level, water, coolant, battery and tyres;

Responsible for the cleanliness of the vehicle including arraigning it for repair using the prevailing procedure;

Log official trips as per government procedure and policies including mileage, consumption and route;

Ensure vehicle documents are current including display of insurance cover at all times

observe traffic rules and regulations;

Maintain confidentiality of passenger conversations /discussions:

Report accidents or incidents immediately to the supervisor and ensure that steps required by rules and regulations are taken in case of involvement in accident.

Person specification

For appointment to this grade a candidate must have:

KCSE certificate D or its KNEC accepted equivalent;

Clean driving license free from any endorsement;

Adequate knowledge of the Highway Code;

overnment Trade test III;

Have knowledge of driving rules and conversant with road security code;

Have a valid certificate of good conduct from Kenya Police renewable every two years;

Passed suitability Drivers Grade test II;

Basic knowledge in minor vehicle repairs and maintenance;

Defensive driver's license from the Automobile Association of Kenya or a recognized institution;

First aid certificate from a recognized institution.

Minimum four years' driving experience (Class B, C and E);

Compliance with Chapter 6 of the Constitution of Kenya.

Skills

Proficiency in computer applications;

Communication skills;

Interpersonal skills;

Report writing skills;

Negotiation skills; and

Problem solving skills.

Competencies

Ability to work under pressure;

Ability to work independently and in a team;

Ability to multi-task and prioritize work; and

Demonstrated ability to implement Quality Management Systems.

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