

## JOB DESCRIPTION FOR DRIVER

<b>Job Title</b>	Driver
<b>Grade</b>	RL 8B
<b>Corporation/Organization</b>	Salaries and Remuneration Commission
<b>Directorate</b>	Corporate Services
<b>Department</b>	Human Resource and Administration
<b>Division</b>	N/A
<b>Section / Unit</b>	Human Resource and Administration
<b>Location / Work Station</b>	Nairobi (Head Office)
<b>Reporting Relationships</b>	
<b>Reports to</b>	Human Resource Assistant
<b>Direct Reports</b>	N/A
<b>Indirect Reports</b>	N/A
<b>Job Purpose</b>	
This position is responsible for provision of transportation services for authorized persons and goods.	
<b>Key Responsibilities/ Duties / Tasks</b>	
<b>I. Managerial / Supervisory Responsibilities</b>	
N/A	
<b>II. Operational Responsibilities / Tasks</b>	
<ul style="list-style-type: none"> <li>i. Carry out routine checks and maintenance of vehicles;</li> <li>ii. Carry out first aid where necessary;</li> <li>iii. Detect and report malfunctioning of vehicle's systems;</li> <li>iv. Carry authorized passengers and /or goods;</li> <li>v. Monitor efficient use of fuel in the assigned vehicle;</li> <li>vi. Ensure cleanliness and vehicle maintenance and management;</li> <li>vii. Maintain work tickets for vehicles assigned;</li> </ul>	

viii. Take initiative for security and safety of the vehicle on and off the road and safety of the passengers and /or goods; and (i) Keep fuel card safe.
<b>Job Dimensions:</b>
<b>I. Financial Responsibility</b>
N/A
<b>II. Responsibility for Physical Assets</b>
Vehicle and its ancillaries
<b>III. Decision Making / Job Influence</b>
Operational
<b>IV. Working Conditions</b>
Outdoor conditions
<b>Job Competencies (Knowledge, Experience and Attributes / Skills).</b>
<b>Academic qualifications</b>
i. Kenya Certificate of Secondary Education mean Grade D+ (Plus) or equivalent. ii. A valid driving license free from any endorsements.
<b>Professional Qualifications / Membership to professional bodies</b>
i. First Aid Certificate from any reputable organization. ii. Suitability test for Driver Grade I.
<b>Previous relevant work experience required.</b>
At least 2 years of service in a comparable position from a reputable organization.
<b>Functional Skills, Behavioral Competencies/Attributes:</b>
i. Meets the requirements of Chapter Six of the Constitution of Kenya; ii. Knowledge on Traffic laws; iii. Knowledge of Kenyan road crafts, Highways and road designs; iv. Knowledge of categories, classes and models; v. Basic mechanical Skills; vi. Driving and vehicle maintenance skills; vii. Communication skills; viii. Interpersonal skills; ix. Organizational skills; x. Ability to work under pressure; and xi. Ability to work well with teams.

## **APPLICATION PROCESS**

1. Interested and qualified persons are requested to register and apply to [the SRC E-recruitment Portal](#).
2. All applications should be uploaded together with detailed Curriculum Vitae, a copy of ID/Passport, copies of academic certificates, testimonials and any other relevant supporting documents. Hard copies and email applications shall not be considered.
3. Those who might have applied for the re-advertised positions are encouraged to re-apply.
4. Successful candidates MUST submit all clearances in relation to Chapter six before on boarding.

The application letter should be addressed to:

**THE COMMISSION SECRETARY/CEO,  
Salaries & Remuneration Commission,  
Williamson House,  
6th Floor 4th Ngong Avenue,  
P.O Box 43126-00100,  
NAIROBI.**

**To be received on or before 26th February, 2025**

The Commission is an equal opportunity employer and the Marginalized and Persons with disabilities are encouraged to apply. Only Shortlisted candidates will be contacted