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Kenya Institute of Supplies Examination Board (KISEB) is established by Section 12 of Supplies Practitioners Management Act, 2007. KISEB is mandated to prescribe and regulate syllabuses of instruction for supply chain management professional certification, prepare and conduct examinations for persons seeking registration as procurement and supply chain management professionals, issue professional qualifying certificates and other awards, and promote recognition of its examination in foreign countries.

The Board is committed to attracting and retaining competent employees to ensure efficient and effective service delivery. In this regard, KISEB seeks to recruit competent and qualified staff to fill the vacant position of a driver;

Vacancy no.	KISEB 01/2024/2025
Job Title	Driver
Grade	Grade 9
Terms of Service	Permanent and Pensionable
Department	Human Resource and Administration
Division	Administration
Location/ Work Station	KISEB Headquarters, Nairobi
Reporting Relationships	
Reports to	Head of Human Resource and Administration

a) Job Specifications

The holder of this position will be responsible for ensuring that all vehicles are properly maintained to facilitate the smooth mobility of the Board's employees.

The duties and responsibilities at this level will include: -

- i. Driving an assigned vehicle;
- ii. Maintaining cleanliness of the vehicle;
- iii. Keeping up-to-date work tickets for vehicles;
- iv. Preparing and submitting regular reports on an assigned motor vehicle;
- v. Reporting any mechanical/accident problems; and
- vi. Ensuring assigned vehicle is in proper mechanical working condition.

b) Person Specifications

For appointment to this grade, a candidate must have:

- i. Served as a driver for at least four (4) years in the public or private sector;
- ii. At least a mean grade D+ (plus) in the Kenya Certificate of Secondary Education (KCSE) or its equivalent from a recognized institution;
- iii. The Occupational Trade Test II Certificate;

- iv. A valid driving license (BC1C and above) free from any current endorsement(s) for classes of the vehicles the driver is required to drive;
 - v. A valid certificate of good conduct;
 - vi. An accident-free driving period of 3 years;
 - vii. Proficiency in computer applications; and
 - viii. Proficient in driving a manual transmission vehicle, supported by a recommendation letter.
- c) Key Competencies and Skills**
- i. Documentation skills
 - ii. Good communication and reporting skills
 - iii. Good interpersonal skills
 - iv. Good etiquette
- d) Working Condition**
- i. An office setting work environment; and
 - ii. Usually works on regular business hours, but may have to work on irregular or long hours

How to Apply

Soft copy applications: Interested and qualified persons should send their filled KISEB Job Application Template (Google Form) on or before **Friday, 23rd May 2025**.

KISEB Job Application Template can be accessed by clicking the following link;

<https://forms.gle/JjxPHxME5EuBajod8>

Please note that:

KISEB is an equal-opportunity employer. Candidates from marginalized regions are encouraged to apply. *Canvassing will lead to automatic disqualification.* Only shortlisted and successful candidates will be contacted. Shortlisted candidates will be required to produce originals and certified copies of their national Identity Card and Academic Certificates during interview.

Upon being successful and granted an offer of employment, the candidate **must** present clearances and satisfy the requirements of Chapter Six of the Constitution of Kenya.