



Kenya Institute of Supplies Examination Board

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CAREER OPPORTUNITY

DRIVER- KISEB GRADE 10

The Kenya Institute of Supplies Examination Board (KISEB) is a body established by Section 13 of the Supplies Practitioners Management Act No. 17 of 2007. The core mandate of KISEB is to prescribe and regulate syllabus of instruction for professional supplies certification for persons seeking registration under the Act, prepare and conduct examinations and issue professional qualifying certificates and other awards to candidates who have satisfied the examination requirements in procurement and supply chain management.

Pursuant to the KISEB Human Resources Policies and Procedures Manual Section 2.5.2 the Board may engage staff at any grade on contract terms as may be stipulated in this or other government guidelines. The Board therefore seeks to recruit a highly, qualified and competent staff in the vacant position of a driver KISEB grade 10.

Job Title	Driver
Grade	KISEB 10
Terms of Service	Contract
Organization	Kenya Institute of Supplies Examination Board (KISEB)
Department	Human Resource & Administration
Division	Administration
Location /Work Station	KISEB Headquarters, Nairobi
Reporting Relationships	
Reports to	Chief Executive Officer
Direct Report	Head Human Resource & Administration
Job purpose	The holder of the job will be responsible for ensuring that all vehicles are maintained in good order to ensure smooth mobility of employees of the Board.
Key responsibilities and duties/Job specifications entail the following:	<ul style="list-style-type: none"> i. Drive assigned vehicle; ii. Prepare and submit regular reports on assigned motor vehicle; iii. Report any mechanical /accidents problems; iv. Keep up to date work tickets for vehicles; v. Ensure the assigned vehicle is in proper mechanical working condition; and vi. Maintain the vehicle's cleanliness
Person Specifications entails the following:	<ul style="list-style-type: none"> i. Served as a driver for at least four (4) years in public or private sector; ii. At least KCSE mean grade of D+(Plus)in the Kenya Certificate of Secondary Education; iii. Occupational Trade Test II Certificate; iv. Valid driving license (BC1C and above) free from any current endorsements for classes of the vehicles the driver is required to drive; v. Valid certificate of good conduct; vi. An accident-free driving record of a period of 3 years;

vii.	Proficiency in computer applications; and
viii.	Fulfill the requirements of Chapter Six (6) of the constitution
Key Competencies and skills entail the following:	
i.	Documentation skills;
ii.	Good communication and reporting skills;
iii.	Good interpersonal; and
iv.	Good etiquette
Working Conditions Responsibility	
Usually works on regular business hours, but may have to work on irregular or long hours	

Terms and Conditions of Service

The terms of service for the position are specified in the job description above. Successful candidate will be offered a competitive remuneration package.

How to Apply

- a) **Soft copy applications:** Interested persons should send their filled KISEB Job Application Template (Google Form) on or before **Friday 30th September 2022**. KISEB Job Application Template can be accessed from www.kiseb.or.ke.
- b) Hard copy applications should be sent to the address below.

Please note that:

KISEB is an equal opportunity employer. Women and Candidates from marginalized regions are encouraged to apply. Canvassing will lead to automatic disqualification. Only shortlisted and successful candidates will be contacted. Shortlisted candidates shall be required to produce originals and certified copies of their National Identity Card, Academic and Professional Certificates and transcripts during interviews.

