



REPUBLIC OF KENYA
MINISTRY OF PUBLIC SERVICE, PERFORMANCE AND DELIVERY MANAGEMENT
STATE DEPARTMENT FOR PUBLIC SERVICE

DECLARATION OF VACANCIES - VACANCY NO.1/2024: DRIVER II, CSG 15 (100 POSTS)

The Ministry of Public Service, Performance and Delivery Management invites applications from qualified persons for the position of Driver II, CSG 15

Requirements for Appointment

For appointment to this grade, a candidate must have: -

- i. Kenya Certificate of Secondary Education (KCSE) Mean Grade of D plain or its equivalent qualification from a recognized institution;
- ii. A Valid driving License free from any current endorsement (s) for class (es) of vehicle (s) an officer is required to drive;
- iii. Attended s First-Aid Certificate Course lasting not less than one (1) week at St. John Ambulance or Kenya Institute of Highway and Building Technology (KIHBT) or any other recognized institution;
- iv. Passed Suitability Test for Grade III;
- v. Police Clearance Certificate; and
- vi. At least two (2) years driving Experience.

Duties and Responsibilities

Specific duties and responsibilities will entail:

- i. Driving a motor vehicle as authorized;
- ii. Carrying out routine checks on the vehicle's cooling, oil electrical and brake systems;
- iii. Maintenance of work tickets for the vehicles assigned;
- iv. Ensuring security and safety for the vehicle on and off the road;
- v. Ensuring safety of the passengers and/or goods therein; and
- vi. Maintaining cleanliness of the vehicle

Terms of service

Salary Scale:	Kshs.18, 000– 19,900 p.m.
House Allowance:	As per Region Deployed
Commuter Allowance:	Kshs. 3,000 per month
Leave Allowance:	Kshs. 4,000 per year
Terms of Service:	Permanent

Applicants who meet the above requirements should submit their application by filling Application for **Employment Form PSC 2 (Revised 2016)** available on Public Service Commission of Kenya website (www.publicservice.go.ke). Applications should be sent to the address below or hand delivered to the State Department for Public Service, **Uchumi House 12th Floor, Room 1201** between **8.00a.m** and **5.00p.m.** (East African Time) **Monday to Friday** or Emailed to **recruitment2024.sdps@psyg.go.ke** on or before **20thMay, 2024, 5.00 p.m.** (East African Time).

Please Note:

- i. Only shortlisted applicants will be contacted.
- ii. Shortlisted candidates shall be required to produce originals of their National Identity Card, academic certificate and other testimonials during interviews.
- iii. It is a criminal offence to present fake certificates/documents.
- iv. Canvassing in any form will lead to automatic disqualification
- v. The Ministry of Public Service, performance and Delivery Management is committed to implementing the provisions of the Constitution - Chapter 232 (1) on fair competition and merit, representation of Kenya's diverse communities and affording equal employment opportunities to men and women, members of all ethnic groups and persons with disabilities.

The Principal Secretary
State Department for Public Service
Ministry of Public Service, Performance and Delivery Management
P.O Box 30050-00100
NAIROBI.