

# THE COMMISSION ON ADMINISTRATIVE JUSTICE

## (Office of the Ombudsman)



***Hata mnyonge ana Haki***

CAJ/JOB/002/05/2025

### INDENT FOR THE POSITION OF DRIVER I

JOB TITLE	:	DRIVER I
REPORTING TO	:	ASSISTANT DIRECTOR HRM AND ADMINISTRATION
DEPARTMENT	:	CORPORATE SERVICES
JOB GRADE	:	CAJ 9
NO. OF POSTS	:	2
TERMS OF EMPLOYMENT	:	PERMANENT & PENSIONABLE
DUTY STATION	:	HEAD OFFICE

### DUTIES AND RESPONSIBILITIES

- i. Driving assigned vehicle as authorised;
- ii. Detecting and reporting vehicle defects on time;
- iii. Ensuring vehicle cleanliness;
- iv. Ensuring routine service and maintenance of the vehicle;
- v. Ensuring security and safety of the vehicle, passengers and goods on and off the road;
- vi. Maintaining daily work ticket;
- vii. Carrying out routine checks on vehicle's cooling, oil, electrical and brake systems and tyre pressure;
- viii. Timely reporting of malfunction and defects of assigned motor vehicle
- ix. Ensuring compliance with the traffic laws and rules.
- x. Any other duty as may be assigned from time to time.

### JOB SPECIFICATION

For appointment to this grade, an officer must have: -

- i. Kenya Certificate of Secondary Education (KCSE) mean grade D or its equivalent;

- ii. Valid Class BCE Driving License free from any endorsement;
- iii. Occupational Trade Test Grade II & I for drivers;
- iv. Passed Suitability Test for drivers;
- v. First Aid Certificate Course lasting not less than one (1) week from St. John Ambulance or Kenya Institute of Highways and Building Technology (KIHBIT) or any other recognized institution;
- vi. Certificate of good conduct;
- vii. Must have 3 years related experience;
- viii. Attended a refresher course for drivers lasting not less than one (1) week within the last three (3) years at Kenya Institute of Highway and Building Technology (KIHBIT) or any other recognised institution, and
- ix. Shown merit and ability as reflected in work performance and results.

All interested candidates who meet the job indent for this position are encouraged to apply online through the Commission's e-recruitment portal on or before **9<sup>th</sup> June 2025** at **5.00p.m.**

The Commission offers equal opportunity to everyone. Youth, women and persons with special needs are encouraged to apply. Only shortlisted candidates will be contacted.

**THE COMMISSION SECRETARY  
COMMISSION ON ADMINISTRATIVE JUSTICE  
2<sup>ND</sup> FLOOR, WESTEND TOWERS – WAIYAKI WAY  
P O BOX 20414 CITY SQUARE 00200  
NAIROBI**



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