REPUBLIC OF KENYA

COMMISSION FOR UNIVERSITY EDUCATION
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Vacancy Form

General Details

Vacancy No:	CUE:VACANCY_016	**Financial Year**	
Document Date	6/28/2024	**Recruitment Plan ID**	
Requestor No.	0204	**Approval Status**	
Requestor Name	Margaret W Kamoni		

Vacancy Details

Position ID	JD-127	**Establishment**	
Salary Scale	CUE 9	**No. of Openings**	
Seniority Level	Entry-Level	**Target Candidate Source**	
Terms of Service	CONT	**Sourcing Method**	

Recruitment Details

Recruitment Reason		**Planned Employment Start Date**	
Justification		**Planned Employment End Date**	
Planned Start Date	8/1/2024	**Applications Closing Date**	
Planned End Date	31/7/2024	**Applications Closing Time**	

Requirements

Category	Description	Requirement Type
Academic	Kenya Certificate of Secondary Education mean grade D+ (plus) or its equivalent from a recognized institution;	Mandatory
Ethics & Integrity	Fulfil the requirements of Chapter six (6) of the Constitution.	Mandatory
Experience	At least five (5) years driving experience	Mandatory
Professional	Valid driving license free from any current endorsements(s) for classes of the vehicles the driver is required to drive	Mandatory
Skills & Competencies	Customer care skills	Mandatory

Responsibilities

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2024/2025

CUE:RECRUIT-011

Released

3

2

Open

2

7/31/2024

7/15/2024

5:00 PM

Substitute Qualification Exist Req Requirement
False
False
False
False
False

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Description

Driving the vehicle as authorized;

Checking and maintenance of the vehicle;

Ensure the safety of the vehicle, passengers and goods therein;

Maintain the work ticket for assigned vehicles;

Carrying out first aid in case of accident;

Detecting and reporting malfunctioning vehicles systems;

Securing the vehicle while on and off the road;

Enhancing the safety of passengers and/or goods;

Monitoring efficient and effective use of fuel;

Recognizing and reporting mechanical defaults of the vehicles; and xi. Supervision of other drivers.

Work Conditions

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Category

Description