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Vacancy Form

General Details

Vacancy No:	CUE:VACANCY_037	**Financial Year**	
Document Date	9/4/2025	**Recruitment Plan ID**	
Requestor No.	0119	**Approval Status**	
Requestor Name	Caroline M. Mbaabu		

Vacancy Details

Position ID	JD-084	**Establishment**	
Salary Scale	CUE 9	**No. of Openings**	
Seniority Level	Entry-Level	**Target Candidate Source**	
Terms of Service	P&P	**Sourcing Method**	

Recruitment Details

Recruitment Reason	REPLACEMENT	**Planned Employment Start Date**	
Justification	REPLACEMENT	**Planned Employment End Date**	
Planned Start Date	9/9/2025	**Applications Closing Date**	
Planned End Date	29/9/2025	**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
Skills & Competencies	Customer care skills	Mandatory

Responsibilities

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2025/2026

CUE:RECRUIT-013

Released

0

3

Open

Direct Hire

9/29/2025

5:00 PM

Substitute Qualification Exist Req Requirement
False
False
False
False

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Description

Drive the vehicle as authorized

Routine checks 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 good

Monitoring efficient and effective use of fuel

Ensuring the cleanliness and overall maintenance of the vehicle

Monitor deadlines for the vehicles insurance

Report accidents, incidents and theft cases promptly

Work Conditions

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Category

Description