



# Vacancy Form

## General Details

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

## Vacancy Details

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

## Recruitment Details

<b>Recruitment Reason</b>	REPLACEMENT	<b>Planned Employment Start Date</b>
<b>Justification</b>	REPLACEMENT	<b>Planned Employment End Date</b>
<b>Planned Start Date</b>	9/9/2025	<b>Applications Closing Date</b>
<b>Planned End Date</b>	29/9/2025	<b>Applications Closing Time</b>

## 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



# Vacancy Form



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





# Vacancy Form

## Description

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- 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



# Vacancy Form

Category

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**Description**

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