



Vacancy Form

General Details

Vacancy No:	CUE:VACANCY_050	Financial Year
Document Date	5/13/2026	Recruitment Plan ID
Requestor No.	0204	Approval Status
Requestor Name	Margaret W Kamoni	

Vacancy Details

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

Recruitment Details

Recruitment Reason	PD	Planned Employment Start Date
Justification		Planned Employment End Date
Planned Start Date	4/28/2026	Applications Closing Date
Planned End Date	2/6/2026	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	Added Advantage
Ethics & Integrity	Fulfil the requirements of Chapter six (6) of the Constitution	Added Advantage
Experience	At least five (5) years driving experience	Added Advantage
Skills & Competencies	Customer care skills	Added Advantage

Responsibilities



Vacancy Form



2024/2025

CUE:RECRUIT-016

Released



1

3

Open

2



6/2/2026

6/2/2026

5:00 PM



**Substitute
Qualification
Exist Req
Requirement**

False

False

False

False





Vacancy Form

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



Vacancy Form

Category

Description
