



REPUBLIC OF KENYA
THE NATIONAL TREASURY AND PLANNING

Telegraphic Address: 22921
Finance – Nairobi
FAX NO. 310833
Telephone: 2252299
When Replying Please Quote

THE NATIONAL TREASURY
P O BOX 30007 – 00100
NAIROBI

Ref. No. TNT/ HRM /CONF/ 66/010'A'(40)

15th October, 2021

All Principal Secretaries

The Solicitor General, State Law Office & Department of Justice

The Principal Administrative Secretary, Office of the Deputy President

The Principal Administrative Secretary, Office of the Chief of Staff and Head
of the Public Service

The Comptroller of State House

The Clerk, National Assembly

The Clerk, the Senate

The Chief Registrar, Judiciary

The Auditor General

The Controller of Budget

The Regional Commissioners

The Executive Director, National Council for Persons with Disabilities

**INTERNAL ADVERTISEMENT FOR VACANT POST IN THE NATIONAL TREASURY,
INFRASTRUCTURE FINANCING AND PUBLIC PRIVATE PARTNERSHIP(IFPPP) PROJECTS**

Applications are invited from suitably qualified Kenyans for the following vacant post
~~in the National Treasury, Infrastructure Financing and Public Private Partnership~~
(IFPPP) Projects on contract terms.

Driver – (1 post) – Ref. IFPPP/PFF/PD/2020-21

REQUIREMENTS FOR APPOINTMENT

For appointment to this post, the applicant must have: -

- (i) Kenya Certificate of Secondary Education mean grade D plain or its equivalent Qualification;
- (ii) Served as a driver for at least six (6) years;
- (iii) Passed Occupational Trade I for Drivers;
- (iv) A valid driving license free from any current endorsement(s) for class(es) of vehicle(s) an officer is required to drive;
- (v) Defensive Driving Certificate from the Automobile Association (AA) of Kenya or its equivalent qualification from a recognized Institution;
- (vi) A valid police clearance certificate from the Kenya Police; and
- (vii) Attended a First-Aid Certificate Course lasting not less than one (1) week at St. John Ambulance or Kenya Institute of Highway and Building Technology (KIHBT) or any other recognized Institution;

Duties and Responsibilities

The post holder reports to the Office Manager and will be responsible for;

- (i) Driving the Program motor vehicles as authorized;
- (ii) Carrying out routine checks on the vehicle's engine, cooling, oil, electrical and brake systems, tyre pressure, etc.;
- (iii) Detecting and reporting malfunctions of vehicle systems;
- (iv) Maintenance of work tickets for vehicle assigned;
- (v) Ensuring security and safety of the vehicle on and off the road;
- (vi) Ensuring the Safety of the passengers and/or goods therein;
- (vii) Delivering and picking documents and packages;
- (viii) Maintaining cleanliness of the vehicle; and
- (ix) Other duties as may be assigned from time to time.

Interested and qualified candidates are requested to make their applications by completing one application form PSC 2 (Revised 2016). The form may be downloaded from the Public Service Commission website www.publicservice.go.ke or the National Treasury's website www.treasury.go.ke.

Completed PSC 2 (Revised 2016) form together with certified copies of the applicant's academic/professional certificates and identity card should be sent to;

Physical Address

Public Private Partnerships Directorate
Attention: Procurement Specialist
Re-insurance Plaza, 6th Floor
Building No. 4 - Aga Khan Walk/ Taifa Road
NAIROBI, Kenya
Telephone No. +254-110126699

or emailed to Procurement.ifppp@plu.go.ke; or info@pppunit.go.ke on or before **5th November, 2021**.

Shortlisted candidates shall be required to produce originals of their National Identity Card, academic and professional certificates.

Please note that:

- (i) Candidates should not attach original documents to the application form.
- (ii) Only shortlisted and successful candidates will be contacted.
- (iii) Canvassing in any form will lead to automatic disqualification.

The National Treasury is committed to implementing the provisions of the Constitution – Chapter 232(1) on fair competition and merit, representation of Kenyans diverse communities and affording equal employment opportunities to men and women, members of all ethnic groups and persons with disabilities. *Therefore, People with disabilities, the marginalized and the minorities are encouraged to apply.*



Hon. (Amb.) Ukur Yatani, EGH
CABINET SECRETARY/NATIONAL TREASURY & PLANNING