



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/1/015/ (26)

Date: 20th January, 2022

All Principal Secretaries

The Solicitor General, State Law Office & Department of Justice

The Principal Administrative Secretary and Assistant Secretary to the Cabinet,
Cabinet Affairs Office

The Comptroller of State House

The Inspector General – National Police Service

The Director General, NIS

The Clerk, National Assembly

The Clerk, the Senate

The Chief Registrar, Judiciary

The Auditor General

The Controller of Budget

The Regional Coordinators

The Executive Director, National Council for Persons with Disabilities

The Secretary-Administration, Office of the Deputy President

INTERNAL ADVERTISEMENT FOR VACANT POSTS OF DRIVER II ,CSG 15 AT THE NATIONAL TREASURY

Applications are invited from suitably qualified Kenyans for the following vacant posts in the National Treasury.

Driver II, CSG 15 – Forty (40) Posts - V/NO.1/2022

Salary Scale: Kshs.15,670 x580 – 16,250x640-16,890x680-17,570 p.m.

(a) Duties and Responsibilities

This is the entry grade into the Driver's cadre. Duties and responsibilities entail: -

- (i) Driving a motor vehicle as authorized;
- (ii) Carrying out routine checks on the vehicle's engine, cooling, oil, electrical and brake systems, tyres pressure, etc.;
- (iii) Detecting and reporting malfunctions of vehicle systems;
- (iv) Maintenance of work tickets for vehicles assigned;
- (v) Ensuring security and safety of the vehicle on and off the road;
- (vi) Ensuring safety of the passengers and/or goods therein; and
- (vii) Maintaining cleanliness of the vehicle.

(b) Requirements for Appointment

For appointment to this grade, an applicant must have:

- (i) Kenya Certificate of Secondary Education mean grade D plain or its equivalent qualification from a recognized institution;
- (ii) A valid driving license free from any current endorsement(s) for class(es) of vehicle(s) an officer is required to drive;
- (iii) 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;
- (iv) Passed Suitability Test for Drivers grade III;
- (v) Defensive Driving Certificate from the Automobile Association (AA) of Kenya or its equivalent qualification from a recognized Institution;
- (vi) A valid clearance certificate from the Kenya Police; and
- (vii) At least two (2) years driving experience.

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:

**The Cabinet Secretary
National Treasury & Planning
Treasury Building
P O Box 30007-00100
NAIROBI**

or emailed to hrm@treasury.go.ke on or before **14th February, 2022**.

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

Please note that:

- (i) Applicants 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