



## **KENYA VISION 2030 DELIVERY SECRETARIAT**

### **VACANCIES**

The Kenya Vision 2030 Delivery Secretariat (VDS) is a Semi-autonomous Government Agency established under The Kenya Gazette No.1386 (Vol. CXI – No 15 of 17<sup>th</sup> February 2009). Our role is to spearhead the implementation of the Vision as the Country's development blueprint and strategy towards making Kenya a newly industrializing middle-income country capable of providing a high quality of life for all its citizens by 2030. The Vision Delivery Board (VDB) is seeking to fill the following seven (7) vacant positions through a competitive recruitment process.

- (i) Director, Communication & Strategy (VDS 2)
- (ii) Chief Internal Auditor (VDS 4)
- (iii) Chief Information, Communication & Technology Officer (VDS 4)
- (iv) Senior Office Administrator (VDS 5)
- (v) Information, Communication & Technology Officer I (VDS 6)
- (vi) Records Management Officer I (VDS 6)
- (vii) Driver (VDS 9)

#### **Key Attributes**

The following key attributes will be required for ALL positions; -

1. Must be a visionary, transformative and results-oriented strategic thinker.
2. Ability to work in a multi-cultural and multiethnic and multi-disciplinary environment with sensitivity and respect for diversity.
3. Excellent organizational, interpersonal and communication skills.
4. Capacity to work under pressure to meet strict deadlines and deliver demonstrable results.
5. Be self-driven, a team-player and a mentor/coach; and
6. Ability to cultivate partnership and collaborations.

#### **Terms of Service**

All positions are on contract terms for a period of three years, renewable subject to satisfactory performance. All positions attract a competitive salary and other benefits.

#### **HOW TO APPLY:**

##### **ALL Applications-**

- Shall be done online at: <https://forms.gle/AAdpogq2MTdkLHFR8>

6<sup>th</sup> February, 2024

- If you meet the above qualifications, please apply through the form provided in the link above. **Hard copies shall not be considered.**
- Interested candidates with the required qualifications should submit their applications clearly selecting the position applied for and Vacancy Reference No.
- Each application should be accompanied with an application letter, detailed curriculum vitae (giving details of telephone, email contacts, qualifications, experience, and three (3) referees), copies of relevant academic and professional certificates, national identity card or passport, testimonials and other relevant supporting documents.
- Interested candidates should provide all the details requested. It is an offence to submit incorrect information in your application.
- Only shortlisted candidates will be contacted.
- Canvassing will lead to automatic disqualification.
- VDS does NOT charge a fee at any stage of the recruitment process.
- **Application letter and supporting documents should be attached as ONE PDF file.**
- All applications should be addressed to:

The Director General  
Kenya Vision 2030 Delivery Secretariat  
BRITAM Centre, 7<sup>th</sup> Floor  
Mara/Ragati Road Junction, Upper Hill  
P.O. Box 52301-00200 Nairobi, Kenya

#### **Compliance with Chapter Six of the Constitution**

Shortlisted candidates **MUST** satisfy the requirements of Chapter Six of the Constitution of Kenya 2010 by providing copies of;-

- (i) Valid Tax Compliance Certificate from Kenya Revenue Authority.
- (ii) Valid Certificate of Good Conduct from the Directorate of Criminal Investigation.
- (iii) Valid Clearance Certificate from the Higher Education Loans Board.
- (iv) Valid Clearance Certificate from an approved Credit Reference Bureau.
- (v) Valid Clearance form from the Ethics and Anti-Corruption Commission.

**APPLICATION DEADLINE: Applications to be submitted ONLINE not later than 19th February, 2024 at 1700hrs East African time.**

*“VDS respects inclusivity. Women, Minorities, Marginalized and Persons Living with Disability who meet the job specifications are strongly encouraged to apply”.* Further information can be obtained on website: [www.vision2030.go.ke](http://www.vision2030.go.ke)

*The Kenya Vision 2030 Delivery Secretariat is an Equal Opportunity Employer.*



## **JOB SPECIFICATIONS FOR VACANT POSITIONS AT THE KENYA VISION 2030 DELIVERY SECRETARIAT**

### **1. DIRECTOR, COMMUNICATIONS AND STRATEGY, (VDS 2)**

#### **(a) Job Description**

The job holder is responsible for conceptualizing, planning, and overseeing implementation of Corporate Communication, Media and Public Relations activities, marketing strategies, policies, systems, and initiatives that translate into brand value enhancement, Institution's visibility, and Reputational Risk Management.

The job holder is also responsible for spearheading the implementation, monitoring and evaluation of the Secretariat's performance contracting and reporting, including the development, review and monitoring of the VDS Strategic Plan.

The Director, Communications and Strategy will be responsible to the Director General in carrying out the following roles: -

- (i)** Leading the conceptualization, formulation, designing, developing, implementing, managing, analyzing, and reviewing public relations and corporate communication strategies, policies, procedures and practices that promote Kenya Vision 2030 Flagship Programmes and Projects, locally and internationally.
- (ii)** Designing, development, implementation and management of corporate strategy and operational plans geared towards attaining and sustaining a positive public image of the institution.
- (iii)** Overseeing the management of media and other stakeholder engagement including interviews, and preparation of informative press briefs, press releases, newsletters, publications and branding/marketing materials to be disseminated to external and internal stakeholders to enhance accurate information dissemination to the public on all matters of concern to VDS.
- (iv)** Creating awareness on the roles, goals, objectives, and activities of the Kenya Vision 2030 Projects and Programmes while spearheading all the institution's media campaign activities in liaison with other Directorates to improve on VDS visibility.

- (v)** Devising and implementing measures to project, promote and protect the Secretariat's corporate image and profile locally and internationally.
- (vi)** Liaising with other Directorates and Divisions to develop or review various strategies to support programmes/projects under VDS and MTP.
- (vii)** Designing, initiating, undertaking and supervising public relations and communication research to develop and execute sound corporate public relations and communication strategies and appropriate interventions for the VDS.
- (viii)** Developing and implementing appropriate and strategic networks, collaboration, linkages and partnerships with the stakeholders nationally and internationally to support the VDS.
- (ix)** Responsible for designing, producing, and disseminating information, education and communication (IEC) materials including other VDS' publicity materials e.g documentaries, newsletters and brochures.
- (x)** Developing a strategic and people-centered communication strategy and spearhead the management of the relationship between the institution and external Brand and PR communication agencies assigned to the institution.
- (xi)** Overseeing the management of the implementation of all artworks, production of branding or marketing materials and media campaigns to enhance brand affinity.
- (xii)** Overseeing the development, production, and execution of all the VDS advertising strategies to enhance brand visibility and corporate identity.
- (xiii)** Overseeing the management of VDS annual events and exhibitions to promote and enhance stakeholder engagement forums and initiatives to publicize VDS activities.
- (xiv)** Overseeing compliance and adherence to the VDS' Citizen Service Delivery Charter for efficient service delivery.
- (xv)** Design and manage the VDS' website's content in liaison with ICT and develop and manage information resource centre for VDS content while ensuring that information on databases remain secure by instituting copyright measures as applicable.

- (xvi)** Develop, coordinate and implement VDS corporate social responsibility strategies.
- (xvii)** Working with the management and staff to recognize internal and external communication opportunities and solutions that define and execute appropriate strategies to support the VDS.
- (xviii)** Coordinate the preparation, vetting, signing and evaluation of the VDS Performance Contract.
- (xix)** Spearhead the development, implementation and monitoring of the Secretariat's Strategic Plan and identify challenges and emerging issues faced by the organization for further action.
- (xx)** Overseeing the preparation and submission of all periodic and adhoc reports for the Directorate geared towards sustaining high positive media tonality of the Secretariat and departmental reports for submission in the Senior Management and Board meetings for informed decision making.
- (xxi)** Inspiring and mentoring the department's staff on career progression and personal growth to ascertain succession planning.

**(b) Job Specifications**

For appointment to this grade a candidate should possess:-

- Master's degree in any of the following disciplines: - Mass Communication, Corporate Communication, Development Communication, Journalism, Media Studies, Public Relations, or its equivalent qualification from a recognized institution.
- Bachelor's degree in any of the following disciplines: - Mass Communication, Corporate Communication, Development Communication, Journalism, Media Studies, Public Relations, or its equivalent qualification from a recognized institution.
- Must have served in the position of Deputy, Assistant or Senior Principal Public Relations and Communications Officer or in a comparable and relevant position in the Public or Private sector for a minimum period of (3) years OR at least fifteen [15] years relevant work experience required, seven [7] of which should be at senior managerial level.

- Be a member of good standing in a recognized professional body such as Chartered Institute of Public Relations Society of Kenya or any other relevant professional body.
- Innovative thinker, with a track record for translating strategic thinking into action plans and output.
- Proven experience in designing and/or implementing a local, national, or regional strategic communications strategy.
- Demonstrate thorough understanding of National goals, policies and objectives and ability to relate them to realization of Vision 2030.
- Should have done Senior Leadership Development Programme Course (SLDP) **or** Management course lasting not less than four (4) weeks from a recognized institution.

### **Required Skills & Competencies**

- a) Ability to management and lead teams.
- b) Ability to work under pressure.
- b) Knowledge of best practices in Customer Experience
- c) Knowledge of Brand & Product Marketing
- d) Digital Media Management
- e) Project management skills
- f) Communication skills
- g) Reporting skills
- h) Competitive analysis
- i) Analytical skills
- j) Negotiation skills
- l) Interpersonal skills
- m) Reliability & Dependability
- n) Creativity and Innovative
- o) Emotional Intelligence

## **2. CHIEF INTERNAL AUDITOR, (VDS 4)**

Reporting to the Director General, the Chief Internal Auditor will be responsible in carrying out the following roles: -

- (i)** Developing, implementing and evaluating internal controls framework for preventing and detecting irregularities such as fraud, theft, dishonesty and negligence.
- (ii)** Determining and reporting the adequacy of internal controls by

conducting protective and constructive audits of control mechanisms, financial records, administrative procedures, workflow processes and MIS and security systems.

- (iii)** Examining and inspecting activity records, accounting systems and procedures relating to Secretariats' and MTP's projects and programmes, assets such as equipment, machinery, facilities and intellectual property to determine their efficiency and protective value and the degree of resource utilization.
- (iv)** Review procedures and policies to ensure completeness, controls and performance measurements are adhered to in order to minimize risks.
- (v)** Monitoring and reviewing procurement and staff recruitment policy, procedures and practices to ensure that all decisions made about purchase of goods and services and staff appointments respectively comply with approved guidelines.
- (vi)** Evaluating progress and status of steps taken to address any current and past audit reports received from external auditors in order to follow up on the implementation of their recommendations aimed at strengthening reliability and integrity of various operations and business process in the Secretariat and Medium-Term Plans' projects, programmes and initiatives.
- (vii)** Present findings of external auditors to the Audit Committee and follow up on implementation of the recommendations to strengthen internal controls within the institution.
- (viii)** Carry out audit investigations and specific reviews at the requests of the management, audit committee and report on the findings for decision making.
- (ix)** Liaising and working closely with the law enforcement agencies, commissions and professional bodies mandated to conduct investigations into incidents of fraud and other irregularities.
- (x)** Preparing and submitting both oral and written reports of findings concerning scope of audit, financial conditions found, source and application of funds and make recommendations for improvements of operations.
- (xi)** Prepare regular and quarterly progress reports on audit issues and submit to the Director General and audit committee for corrective actions to be taken.

- (xii)** Manage departmental budget and after authorization present it to the budget committee for implementation and,
- (xiii)** Serve as a secretariat for the Audit Committee and coordinate with the VDS management to ensure that the committee receives all the necessary information for audit purposes.

### **Job Specifications**

For appointment to this grade a candidate should possess:-

- A Master's degree in Accounting or Finance option or its equivalent qualification from a recognized institution.
- A Bachelor's degree in Accounting or Finance option or its equivalent qualification from a recognized institution.
- Must have served as Senior Internal Auditor or equivalent position for a period lasting not less than three (3) years OR have at least ten [10] years relevant professional experience, five [5] of which should be at senior management level in audit design and implementation in public and/or private sector.
- Certified Public Accountants (CPA) Examination; Certified Chartered Accountants (ACCA) or equivalent qualification from a recognized institution
- Be a member in good standing with the Institute of Certified Public Accountants of Kenya/Institute of Internal Auditors (ICPAK/IIA).
- Should have management skills, strong leadership, organization, coordination and communication skills.
- Have excellent interaction and presentation skills, a good understanding of key issues and challenges facing social sector in Kenya.
- Should be able to initiate and adopt results-based management.
- Certificate in a Management course lasting not less than four (4) weeks from a recognized institution.
- Proficiency and experience in computerized accounting systems.
- Demonstrate results in work performance.
- Meets the provision of Chapter Six of the Constitution.



### **3. CHIEF INFORMATION COMMUNICATION TECHNOLOGY (ICT) OFFICER, (VDS 4)**

Reporting to the Director General, the Chief Internal Auditor will be responsible in carrying out the following roles: -

- (i)** Formulation and implementation of ICT policies, strategies, protocols and standards for the Secretariat.
- (ii)** Selecting and implementing suitable technology to streamline all internal operations and help optimize their strategic benefits.
- (iii)** Designing and customizing technological systems and platforms to improve stakeholder and the public's experience.
- (iv)** Advise on purchases of technological equipment and software and establish partnerships with IT providers.
- (v)** Oversee the technological infrastructure (networks and computer systems) in the organization to ensure optimal performance.
- (vi)** Oversee contract negotiations with IT vendors, contractors, and service providers.
- (vii)** Liaising with other Directorates/Departments on ICT operations information and activities and direct and organize IT-related projects.
- (viii)** Analyzing system malfunctions or technical problems and directing appropriate resolution to ensure uninterrupted operation.
- (ix)** Conducting server builds, engineering enterprise data, voice and video networks.
- (x)** Maintaining a secure transfer of data to multiple locations via internal and external networks including reviewing and analyzing data from multiple internal and external sources.
- (xi)** Providing high-level support and technical expertise in networking technology, including LAN/WAN hardware, hubs, bridges and routers.
- (xii)** Establishing appropriate operational procedures, tools and resources for effective and timely delivery of technical support to all users.

- (xiii)** Setting and maintaining the systems and infrastructure at a proposed Continuity of Business/DR site and be responsible for maintaining the Secretariat's Disaster Recovery Plan.
- (xiv)** Designing and developing enterprise-wide data analysis and reporting solutions. And communicating analysis results and making recommendations to senior management.
- (xv)** Providing advice on the features, functions and capabilities of application systems.
- (xvi)** Conducting continuous development of telecommunications systems in consideration of changing environment.
- (xvii)** Participating in implementing of programs for safeguarding integrity of power and voice communication systems.
- (xviii)** Monitoring the operation of the telecommunication systems to effectively support business operations and implementing new technological developments to enhance telecommunication systems efficiency.
- (xix)** Managing implementation of information technology and telecommunications projects and ensure compliance with statutory and regulatory requirements.
- (xx)** Monitoring technological trends and recommending initiatives to safeguard the interest of the Secretariat.
- (xxi)** Formulating risk mitigation plans and performing security reviews and testing.
- (xxii)** Conducting security risk assessment and making recommendations on how to effectively minimize ICT security risks to acceptable levels.
- (xxiii)** Ensuring that new ICT resources are risk assessed and that risk mitigation plans are documented and implemented before the ICT resource is put in production.
- (xxiv)** Performing periodical vulnerability and penetration tests to highlight ICT systems vulnerabilities, the need for the update of software with fixes and patches, and other security related changes.

- (xxv)** Providing guidance in the evaluation of new security solutions and methodologies. Monitor changes or advancements in technology to discover ways the Secretariat can gain competitive advantage, and
- (xxvi)** Analyze the costs, value, and risks of information technology to advise management and suggest actions.

**(b) Job Specifications**

For appointment to this grade a candidate should possess:-

- A Master's degree in any of the following disciplines:- Computer Engineering, Computer Science, Business Information Technology, Information Communication Technology or equivalent qualification from a recognized institution.
- A Bachelor's degree in any of the following disciplines:- Information Communication Technology, Computer Engineering, Computer Science, Business Information Technology or equivalent qualification from a recognized institution.
- Must have served in the grade of Senior Information Communication Technology Officer or equivalent position for a period lasting not less than three (3) years OR have at least ten [10] years professional experience five [5] of which should be at senior management level in a comparable and relevant position in the public and/or private sector.
- Be a member in good standing with a relevant professional body.
- Should have management skills, strong leadership, organization, coordination and communication skills.
- Have excellent interaction and presentation skills, a good understanding of key issues and challenges facing social sector in Kenya.
- Should be able to initiate and adopt results-based management.
- Certificate in a Management course lasting not less than four (4) weeks from a recognized institution.
- Demonstrated a high level of professional competence and outstanding management qualities in computerized information systems.
- Meets the provision of Chapter Six of the Constitution.

#### 4. SENIOR OFFICE ADMINISTRATOR (VDS 5)

Reporting to the Director General, the Senior Office Administrator will be responsible in carrying out the following roles: -

- (i)** Taking oral dictation.
- (ii)** Using e-office to research and process data.
- (iii)** Operation of office equipment.
- (iv)** Attending to visitors/clients.
- (v)** Handling telephone calls.
- (vi)** Handling schedules of meetings and appointments.
- (vii)** Co-ordinating travel arrangements.
- (viii)** Ensuring security of office records, equipment and documents, including classified materials.
- (ix)** Ensuring security, integrity and confidentiality of data.
- (x)** Establishing and monitoring procedures for record keeping of correspondence and file movements.
- (xi)** Maintaining an up-to-date filing system in the office.
- (xii)** Preparing responses to routine correspondence.
- (xiii)** Managing office protocol and etiquette, and
- (xiv)** Managing petty cash and any other duties assigned from time to time.

#### Job Specifications

For appointment to this grade, a candidate should possess;-

- Served in the grade of Office Administrator I or in a comparable and relevant position in the Public or Private sector for a minimum period of three (3) years.
- A Bachelor's degree in any of the following disciplines: Secretarial Studies, Business and Office Management or equivalent qualification from a recognized institution. OR
- A Bachelor's degree in social sciences plus a Diploma in Secretarial Studies from a recognized institution.
- Certificate in Secretarial Management Course lasting not less than three (3) or four (4) weeks from a recognized institution.
- Certificate in a Management Course from a recognized institution.
- Certificate in computer applications from a recognized institution.
- Demonstrated appreciation of ICT tools such as MS Word, MS Excel and use of Internet, and
- Shown merit and ability as reflected in work performance and results.

## 5. RECORDS MANAGEMENT OFFICER I (VDS 6)

Reporting to the Chief Human Resources & Administration Officer, the Records Officer (I) will be responsible in carrying out the following duties: -

- (i)** Overseeing the Registry and Documentation Unit of the Secretariat.
- (ii)** Develop, implement and maintain a comprehensive Policy and Procedure Manual for Registry Management, Records/Document Management and the Archives Management Plan.
- (iii)** Develop and maintain a filing/classification indexing of records, media conversion-scanning/microfilming to facilitate accurate classification and retrieval of incoming and outgoing correspondences or documentation.
- (iv)** Co-ordinate the effective and efficient operation of the Records/Document management system for the Secretariat.
- (v)** Ensuring security of information/files/documents in the Secretariat and registry Archives.
- (vi)** Oversee the maintenance of hard copy records, up-dating and maintaining up-to-date filing and file movement records within the Secretariat.
- (vii)** Manage archived information by implementing a comprehensive storage facility that facilitates access and retrieval of documents as well as ensure security and controlled access to records/documents.
- (viii)** Ensuring that mail and documents received are appropriately filed and marked to action officers.
- (ix)** Manage timely processing of both internal/external incoming and outgoing mail as appropriate.
- (x)** Receive, process and classify correspondence, capture and record mail, copy or scan mail for distribution.
- (xi)** Controlling and opening of files and updating the file index.
- (xii)** Compiling relevant Secretariat records for use by various stakeholder.
- (xiii)** Supervising the implementation of records management programs in line with the Secretariat's policy and the Public Archives and Documentation Service Act.
- (xiv)** Coordinating the off-site/archiving document storage and retrieval.
- (xv)** Participating in disposing ephemeral records in line with the Secretariat's Omnibus Records Retention/Disposal Schedule.
- (xvi)** Liaise with the National Archives and Documentation Centre for archiving of files.
- (xvii)** Conduct periodic records audit and organize document disposals

- as per retention schedule.
- (xviii)** Assist staff with the search and retrieval of documents/records and other corporate information.
  - (xix)** Ascertain the general cleanliness of the registry.
  - (xx)** Develop the operational budgets and work-plans and,
  - (xxi)** Supervising and appraising registry staff.

### **Job Specifications**

For appointment to this grade a candidate should possess:-

- A Bachelor's Degree in Records Management, Strategic Planning, Management, Human Resource Management, Sociology, Information Science or its equivalent, from a recognized university.
- Must have served as Records Management Officer II in a comparable and relevant position in a reputable organization for a minimum period of three (3) years OR have at least five (5) years relevant working experience in a comparable position in a reputable organization in the public or private sector.
- Computer literacy skills, Certificate in Computer Applications (Microsoft Word, Excel, Access, Power Point, Outlook) and internet skills.
- Should have management skills, strong leadership, organization, coordination, and communication skills.
- Have excellent interaction and presentation skills, a good understanding of key issues and challenges facing social sector in Kenya.
- Should be able to initiate and adopt results-based management.
- Demonstrated a high level of professional competence and outstanding management qualities.
- A management course lasting not less than four (4) weeks, and
- Meets the requirements of Chapter Six of the Constitution of Kenya.

## 5. INFORMATION, COMMUNICATION & TECHNOLOGY OFFICER I, (VDS 6)

Reporting to the Chief ICT Officer, the ICT Officer (I) will be responsible in carrying out the following duties: -

- (i)** Conducting server builds.
- (ii)** Monitoring operating system software and servers.
- (iii)** Participating in the implementation of the computer systems.
- (iv)** Performing technical, systems and user documentation tasks.
- (v)** Maintaining of Information Communication Technology equipment and associated Peripherals.
- (vi)** Maintaining data protection system and installing and supporting servers.
- (vii)** Work with other ICT officers, interns, casuals or third-party vendors to design algorithms and process flowcharts as per the set user/functional requirements.
- (viii)** Produce clean and efficient code base on user/functional requirements and Specifications.
- (ix)** Integrate software components and third-party programs.
- (x)** Perform code reviews, verification and deployment of programs.
- (xi)** Troubleshoot, debug and upgrade existing software systems.
- (xii)** Gather, evaluate and translate user feedback into software specifications.
- (xiii)** Recommend and execute improvements.
- (xiv)** Create technical, systems and user documentation for reference and reporting.
- (xv)** Performing system/data recovery.
- (xvi)** Incident reporting and management.
- (xvii)** Performing software and database upgrades, patches and security updates.
- (xviii)** User support and training based on the VDS ICT policy and maintaining of support Systems and
- (xix)** Provide overall administration of the network, software and hardware infrastructure.

### **(b) Job Specifications**

For appointment to this grade, a candidate should possess:-

- A Bachelor's degree in any of the following disciplines:- Information Communication Technology, Computer Engineering, Computer Science, Business Information Technology or equivalent qualification from a recognized institution.
- Must have served as Information Communication Technology Officer II or in a comparable and relevant position in a reputable organization for a

minimum period of three (3) years OR have at least five (5) years relevant working experience in a comparable position in a reputable organization in the public or private sector.

- Proven experience as a software Developer, Software Engineer or similar role.
- Experience with software design and development.
- Knowledge of coding languages like (Python, Javascript, Java, NodeJS) and their frameworks (Angular, React, Vue, Express, NestJS, Django, Flask, FastAPI, FeathersJS e.tc).
- Experience with databases and Object Relational Mapping (ORM) frameworks like SQLAlchemy, TypeORM, Sequelize, Mongoose, Knex.js, Pydantic e.t.c
- Ability to learn new languages and technologies.
- Resourcefulness and troubleshooting aptitude with ability to prioritize and manage multiple tasks simultaneously
- Should have management skills, strong leadership, organization, coordination, and communication skills and ability to work in a fast-paced environment.
- Demonstrate high level of professional competence and outstanding management qualities in computerized information systems.
- Have excellent interaction and presentation skills, a good understanding of key issues and challenges facing social sector in Kenya.
- Should be able to initiate and adopt results-based management.
- A management course lasting not less than four (4) weeks.
- Meets the requirements of Chapter Six of the Constitution of Kenya.
- Demonstrated a high level of professional competence and outstanding management qualities.



## 6. DRIVER (VDS 9)

Reporting to the Chief Human Resources & Administration Officer, the Driver will be responsible in carrying out the following duties: -

- (i)** Undertake routine and preventive maintenance of motor vehicle by checking and topping-up the level of petrol, oil, water, battery electrodes and tire pressure before operating the vehicle.
- (ii)** Regularly clean and polish vehicle change tires as well as make minor repairs or adjustments.
- (iii)** Drive motor vehicle (car and van) to transport directors, staff, clients and others to designated locations.
- (iv)** Perform miscellaneous errands such as paying bills, registered letters for postage, collecting and delivering mail and other items as well as buying goods, supplies and consumer items. In addition, maintain a log of items delivered or received on a daily basis.
- (v)** Load and offload baggage, goods and other material supplies with due regard to the safety of other people.
- (vi)** Maintain records of the motor vehicle's daily activity showing journey, mileage, petrol, oil and signature of authorizing officer to account for all the journeys made.
- (vii)** Regulate the radio, heating, lighting, and ventilation system for passenger comfort.
- (viii)** Observe traffic and safety precautions in order to prevent accidents and to avoid traffic violations, in addition, undertake first aid in case of injuries.
- (ix)** Report motor vehicle accident to the traffic police and the Procurement Officer, obtaining police abstract report and completing insurance accident report form in conformance to traffic rules and regulations.
- (x)** Filing requisition for petrol, lubricants and spare parts and maintaining a record accounting for the same.
- (xi)** Implement preventive maintenance by taking motor vehicle for major service or repairs in accordance with planned schedule or instructions.
- (xii)** Perform any other duties assigned by the management

### Job Specifications

For appointment to this grade, a candidate must have: -

- Served as a Driver or in a comparable and relevant position in the Public or Private sector for a minimum period of three (3) years.

**6<sup>th</sup> February, 2024**

- Passed Suitability Test for Drivers Grade II conducted by the relevant Government Ministry/Departments.
- A valid driving license free from any current endorsement(s) for class(es) of vehicle(s) an officer is required to drive.
- A Defensive Driving Certificate from the Automobile Association (AA) of Kenya or its equivalent qualification from a recognized institution.
- Attended a Refresher Course for Drivers lasting not less than one (1) week within every three (3) years at Kenya Institute of Highway and Building Technology (KIHBIT) or its equivalent qualification from a recognized institution.
- A First-Aid Certificate lasting not less than one (1) week from St. John Ambulance or Kenya Institute of Highway and Building technology (KIHBT) or any other recognized Institution.
- A Valid Certificate of Good conduct from the CID.
- Demonstrated outstanding professional competence and integrity as reflected in work performance, and
- Meets the requirements of Chapter Six of the Constitution of Kenya.

**APPLICATION DEADLINE:**

**ONLINE applications submitted not later than 19th February, 2024 at 1700hrs East African time.**

**The Director General  
Kenya Vision 2030 Delivery Secretariat  
Britam Centre, 7th Floor  
Mara/Ragati Road Junction, Upper Hill  
P.O. Box 52301-00200 Nairobi, Kenya**