



Centre for Microbiology Research

KEMRI- RCTP

VACANCY ANNOUNCEMENT

Opening Date: 20th April, 2022

Background Information:

The Research Care and Training Program (RCTP) is collaboration between the Kenya Medical Research Institute (KEMRI), University of California, San Francisco (UCSF) and University of Washington (UW).

1. Position: Driver (1 Position) KMR 8 Vacancy No. FN-003-04-2022

Reports to: Administrator

Location: Nairobi

Duration: 1 Year Renewable Contract as per KEMRI Scheme of Service. The first 3 months is a probation period

Qualifications:

- O-Level School Certificate.
- Valid Driving License class BCE
- Certificate of Defensive Driving Course will be added advantage.
- Basic Automotive Mechanical skills and sound knowledge about vehicles.

Duties and Responsibilities:

- Safely drive the vehicle as assigned
- Ensure compliance to the road Traffic Act
- Carry out daily routine checks on the vehicle before driving out.
- Ensure maximum security of vehicle and its accessories.
- Ensure safety of passengers and cargo.
- Monitor condition and performance of vehicle and promptly report to the administrator.
- Carry out minor repairs and adjustments on the vehicle, and maintain their cleanliness.
- Take vehicle for servicing and repairs as directed.
- Maintain a record of movements for the vehicle assigned to him.
- Submit reports on vehicle movements and mechanical conditions as requested
- Report any accidents experienced to the administrator immediately.
- Offer transport to study visitors.
- Transport staff members to various locations as and when required
- Assist in purchase and delivery of study supplies as needed

Experience

- At least Three years proven experience as a driver on highways

Desirable Qualities

Must be a good communicator, good listener, patient, proactive and can follow instructions.

- Good eye sight, neat and good interpersonal skills
- Good knowledge of the local community and traffic

How to Apply

- a) All applicants must meet each selection criteria detailed in the minimum requirements.
- b) Must include a current CV with names of at least three referees.
- c) Must include copies of academic and professional certificates.

A duly signed application letter indicating the vacancy reference with copies of documents listed above should be sent to: hrrctp@kemri-rctp.org not later than 10th May, 2022.

KEMRI IS AN EQUAL OPPORTUNITY EMPLOYER COMMITTED TO DIVERSITY; PERSONS WITH DISABILITY, WOMEN, YOUTH AND THOSE FROM MARGINALIZED AREAS ARE ENCOURAGED TO APPLY.

Only short-listed candidates will be contacted

