



## **VACANCY ANNOUNCEMENT**

The KEMRI/USA Medical Research Directorate-Kenya is a research organization affiliated with the Kenya Medical Research Institute. Our mission is to develop and test improved means for predicting, detecting, preventing and treating infectious diseases. We are looking for motivated individuals to fill the following positions at the Kericho Field Station:

**Title: Driver (2 posts)                      Grade: KMR 10**

**Reporting to: Transport Manager**

**Position Summary:** Drive unit vehicles and facilitate transport at the site.

### **a) Job Specifications:**

The duties and responsibilities of the officer will entail:-

- i. Driving institution vehicles as authorized;
- ii. Carrying out routine checks on the vehicles;
- iii. Detecting and reporting malfunctioning of vehicle systems;
- iv. Maintain records of vehicles;
- v. Ensuring security and safety of the vehicle;
- vi. Overseeing the safety of the passengers and or goods therein;
- vii. Maintaining cleanliness of the vehicle;
- viii. Ensuring adherence to or observations of traffic laws; and
- ix. Reporting any incidents to the police and/or the office immediately they occur.

### **b) Person Specifications Required:**

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

- i. Kenya Certificate of Secondary Education mean grade of D+ or its equivalent qualification from a recognized institution;
- ii. Valid driving license free from any current endorsements and valid for any of the classes of vehicles which the officer is required to drive;
- iii. At least four years of continuous professional driving experience, two of which must be with a governmental or a non-governmental organization.
- iv. Passed the Suitability Test for Drivers Grade III;
- v. Proficiency in computer application; and
- vi. Valid Certificate of Good Conduct from the Kenya police;
- vii. Fulfilling the requirements of Chapter Six of the Constitution.

### **Terms of Employment:**

One (1) year renewable contract.

Probation period for the first three (3) months

Remuneration: Salary is based on the KEMRI salary scale.

### **How to Apply:**

Applicants should submit their application letters, curriculum vitae, 3 testimonials, copies of certificates and daytime telephone contact(s) no later than **11<sup>th</sup> October 2023** to:

[Kericho.HR@usamru-k.org](mailto:Kericho.HR@usamru-k.org)

**KEMRI/ USAMRU-K IS AN EQUAL OPPORTUNITY EMPLOYER COMMITTED TO DIVERSITY; PERSONS WHO ARE ABLED DIFFERENTLY, WOMEN, YOUTH AND THOSE FROM MARGINALIZED AREAS ARE ENCOURAGED TO APPLY.**

**KEMRI DOES NOT CHARGE A FEE AT ANY STAGE OF ITS RECRUITMENT PROCESS INCLUDING APPLICATION, INTERVIEW AND PROCESSING OF OFFER LETTER. IF ASKED FOR A FEE, REPORT SUCH REQUEST IMMEDIATELY.**

*Only shortlisted candidates will be contacted.*