



12. Driver (FCA 9) - NIFC/D/11/2025

a) Job Specifications

This is the entry level for this cadre. An officer at this level will work under the supervision and guidance of a senior officer.

b) Job Descriptions

Duties and responsibilities at this level will entail: -

- (i) Keep up to date work tickets for vehicles;
- (ii) Maintain cleanliness of the assigned motor vehicle;
- (iii) Submit regular reports on motor vehicle assigned;
- (iv) Report any mechanical/accident problems; and
- (v) Proper mechanical working condition of the vehicle.

c) Person Specifications

For appointment to this grade, an officer must have: -

- (i) At least a mean grade D+ (plus) in the Kenya Certificate of Secondary Education (KCSE) or it's equivalent from a recognized institution;
- (ii) At least four (4) years relevant work experience;
- (iii) The Occupational Trade Test II Certificate;
- (iv) Valid driving license free from any current endorsements(s) for classes of the vehicles the driver is required to drive;
- (v) A defensive Driving Certificate from the Automobile Association of Kenya (AA) or its equivalent qualification from any other recognized institution;
- (vi) Certificate of Good Conduct (renewable after two (2) years);
- (vii) First Aid Certificate course lasting not less than one (1) week from St. Johns Ambulance or any other recognized institution;
- (viii) An accident-free driving period of three (3) years;
- (ix) Proficiency certificate in computer applications; and
- (x) Fulfilled the requirements of Chapter six (6) of the Constitution of Kenya.



How to Apply:

Applicants whose background and competencies match the above specifications are invited to apply for the positions by submitting a cover letter, detailed curriculum vitae (CV), a copy of their National Identity Card, copies of academic and professional certificates, and transcripts and other relevant testimonials either via email to recruitment@nifca.go.ke addressed to:

**Chief Executive Officer
Nairobi International Financial Centre Authority
The National Treasury Building
10th Floor, Room 1015
P. O Box 30007-00100
Nairobi, Kenya**

Please note:

- Applications must be received by Wednesday 25th February 2025 at 5 pm (East African Time).
- No hard copy applications will be accepted
- Only shortlisted candidates shall be contacted

The Nairobi international Financial Centre Authority is an equal opportunity employer. Female candidates and persons living with disability are encouraged to apply. Any form of canvassing will lead to automatic disqualification.