



REPUBLIC
OF
KENYA



Poverty Reduction Through Sustainable NRM



Investing in rural people

**MINISTRY OF WATER AND SANITATION
UPPER TANA NATURAL RESOURCES MANAGEMENT PROJECT**

P.O. Box 996-60100 EMBU Tel: 068 22 31376 Email: info@utanrmp.or.ke utanrmp@gmail.com www.utanrmp.or.ke

**JOB OPPORTUNITY
INTERNAL ADVERTISEMENT FOR VACANT POSTS: 2 DRIVERS**

The Government of Kenya has received financial support from International Fund for Agricultural Development (IFAD) and the Spanish Trust Fund for implementation of Upper Tana Natural Resources Management Project (UTaNRMP). The overall goal of the project is to contribute to reduction of rural poverty in the Upper Tana River catchment and the project development objectives which reflect the poverty-environment nexus are:- (i) Increased sustainable food production and incomes for poor rural households living in the project areas and (ii) Sustainable management of natural resources for provision of environmental services. The project is being implemented in six counties namely:- Embu, Tharaka Nithi, Meru, Kirinyaga, Murang'a and Nyeri. The project duration is eight (8) years (2012-2020). The key implementing Ministries/Departments/Agencies are:- **The National Treasury and the Ministry Planning; Ministry of Water & Sanitation; Ministry of Interior and Coordination of National Government; State Departments of:- Agriculture; Livestock Production; Fisheries; Social Protection; and the following agencies:- Kenya Forest Services; National Environment Management Authority; Kenya Wildlife Services; Water Sector Trust Fund, Kenya Agriculture and Livestock Research Organization and Water Resources Authority.**

The government plans to utilize a portion of the funds to support placement of two experienced and self-motivated drivers to work at the Project Coordination Unit based in Embu County. The Successful candidates will be serving on **one year contract, renewable annually for the period of the project subject to satisfactory annual performance assessment.** The candidate must be a medically fit, Kenyan citizen and a **public servant** working in any of the implementing Ministries, Departments and Agencies **or** the six counties where the project is being implemented. He/she should be willing and able to work beyond normal office working hours.

Key Duties and Responsibilities

Reporting to the Project Coordinator, the driver will be responsible for:-

- (a) Driving the project vehicle as authorized;
- (b) Carrying out routine checks on:- the vehicle's cooling and oil systems, electrical system, tyre pressure and brakes;
- (c) Carrying out minor mechanical adjustments;
- (d) Detecting and reporting malfunctioning of vehicle systems;
- (e) Maintaining work tickets for the assigned vehicle;
- (f) Ensuring security of the vehicle both on and off the road;
- (g) Ensuring security and safety of passengers and goods in the vehicle; and
- (h) Maintaining cleanliness of the vehicle.

Requirement for Appointment

For appointment to this post, the officer **must have:-**

- (a) A minimum of Kenya certificate of secondary education (KCSE) mean grade **D (Plain) or its equivalent** or **10 years continuous service in the government**;
- (b) A valid driving license free from any current endorsement(s);
- (c) Must possess suitability Test Certificate from Chief Mechanical and Transport Engineer;
- (d) Must have attended a refresher course for drivers lasting not less than one week within the last three (3) years at Kenya Institute of Highway and Building Technology (KIHBT) or any other recognized institution;
- (e) Attended a First Aid Certificate course lasting not less than one (1) week at St. John Ambulance or Kenya Institutes of Highway and Building Technology (KIHBT) or any other recognized institution;
- (f) Recommendation letter from the immediate supervisor;
- (g) Letter of appointment to the current substantive post;
- (h) Current Certificate of good conduct;
- (i) A Minimum of three (3) years of service in a donor funded project or in an executive office will be an added advantage;
- (j) Occupational Trade Test I for drivers will be an added advantage;
- (k) Age between 30 and 50 years.

Shortlisted candidates shall be requested to produce originals of their credentials during the interview.

Please note:-

- (a) Candidates should NOT attach original documents to the application;
- (b) Only shortlisted and successful candidates will be contacted;
- (c) Canvassing in any form will lead to automatic disqualification.

Interested candidates who meet the above requirements should send their application letter, detailed Curriculum Vitae (CV), copies of certificates and testimonials to:-

**The Principal Secretary
Ministry of Water and Sanitation
P. O. Box 49720-00100
Nairobi
Attn. Human Resources Department, 1st floor, Room No. 154.**

So as to reach on or before **17th October 2018**. This advertisement is also available on the project website: www.utanrmp.or.ke and the Ministry of Water and Sanitation Website: www.water.go.ke. **N/B: No application by email will be accepted.** Only shortlisted candidates will be invited for interviews.