



**OFFICE OF THE REGISTRAR
(ADMINISTRATION AND HUMAN CAPITAL)**

Ref: LU/ADMIN/R (ADMIN)/132/EA/99

27th September, 2022

EXTERNAL JOB ADVERTISEMENT FOR DRIVERS

Laikipia University is a Public Chartered University located 11kms from Nyahururu Town along Nyahururu -Nakuru Road and 50 kms from Nakuru along Nakuru –Nyahururu road.

Laikipia University’s vision is to be a University for valued transformation of society. The mission is to serve students and society through research, education, scholarship, training, outreach and consultancy. To effectively fulfill its mandate, the University has 4 vacancies for drivers in Transport department.

Job Title:	Drivers Grade AD 5 2 Posts
Ref No	LU/AD/1/9/2022
Salary Scale	Kshs. 29,464 – 39,776 per month
Terms of Service	3 years contract Renewable subject to satisfactory performance
Key Responsibilities	
<ul style="list-style-type: none"> • Responsible for driving University bus • Adhere to the High Way Code • Be courteous and professional in dealing with passengers • Ensure all trips are properly authorized • Provide advice and coach other drivers • Observe daily preventive maintenance of vehicles. • Any other duties that may be assigned by immediate supervisor which may include driving of other vehicles. 	
Qualifications	
<p>For appointment to this post, a candidate must have;</p> <ul style="list-style-type: none"> • Be a holder of KCSE - D (Plain) • Passed Occupational Trade Test I for Drivers • Driving License class D1/D2/D3 for new generation or class A/B/C/E for old generation • Exemplary work performance • Evidence of training in Craft certificate or basic Mechanical or knowledge in vehicle wiring will be an added advantage 	



- At least 3 years continuous driving experience as a bus driver

Job Title: Drivers Grade AD 4 2 Posts	
Ref No	LU/AD/2/9/2022
Salary Scale	Kshs. 25,633 – 34,605 per month
Terms of Service	3 years contract Renewable subject to satisfactory performance
Key Responsibilities	
<ul style="list-style-type: none"> • Responsible for driving University bus • Maintain vehicle cleanliness • Make reports of any vehicle defects to Transport Officer • Ensure work-tickets are duly authorized • Observe vehicle preventive maintenance • Any other duties that may be assigned by immediate supervisor which may include driving of other vehicles. 	
Qualifications	
<p>For appointment to this post, a candidate must;</p> <ul style="list-style-type: none"> • Be a holder of KCSE – D (Plain) • Driving License class D1/D2/D3 for new generation or class A/B/C/E for old generation • Exemplary work performance • Training in Craft certificate or basic Mechanical or knowledge in vehicle wiring will be an added advantage. • At least 3 years continuous driving experience as a bus driver 	

Successful candidates will be required to satisfy the requirement of chapter 6 of the constitution of Kenya 2010 by providing the following;

- Certificate of Good Conduct from the Directorate of Criminal Investigation.
- Tax Compliance Certificate from KRA
- Clearance Certificate from CRB
- Self-declaration Clearance Certificate from Ethics and Anti-Corruption Commission

How to apply;

Applicants must submit ten (10) copies of applications giving details of age, education and professional qualifications, detailed work experience, present post and salary, applicants’



telephone number and email address, and enclose certified copies of certificates and testimonials and give names and addresses of three (3) referees who are knowledgeable about the applicants competence and area of specialization. Applicants should request their referees to write directly to the undersigned. The name and reference number of the position for which the application is made should be clearly marked on the envelope and addressed to:-

The Deputy Vice-Chancellor (AF&P)
Laikipia University,
P.O. Box 1100-20300
NYAHURURU – KENYA

So as to reach him not later than 19th October, 2022

N.B. A soft copy of the application letter and C.V. **only and No other attachment** should be sent by email to radmin@laikipia.ac.ke

Laikipia University is an equal opportunity employer. Persons living with disabilities and those from minority group are encouraged to apply.

Only shortlisted candidates will be contacted.

