



Kenya National Highways Authority

Quality Highways, Better Connections

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4. DRIVER III, GRADE 11 (REF. NO. KeNHA/ DRIVER III / 08/2025) – 10 POSITIONS

Job Title:	DRIVER III	KeNHA GRADE 11	10 Positions
Terms of Service	Permanent & Pensionable		
Place of Work:	KeNHA		
Directorate:	Corporate Services		
Reporting to:	Driver II		

Job Purpose

Responsible for driving services and safe and timely movement of staff, authorized goods, and overseeing maintenance of assigned vehicles to support realization of the Authority's mandate in compliance with the Traffic Act.

Job Description

- (i) Driving the vehicle as authorized;
- (ii) Ensuring security and safety of the vehicle, passengers, and goods on and off the road;
- (iii) Maintaining daily work ticket;
- (iv) Ensuring routine service and maintenance of the vehicle;
- (v) Carrying out routine checks on vehicle's cooling, oil, electrical, and brake systems and tyre pressure;
- (vi) Detecting and reporting vehicle defects on time;
- (vii) Ensuring vehicle cleanliness;
- (viii) Timely reporting of accidents and follow up on police abstract; and
- (ix) Vehicle inspection and keeping up-to-date insurance documents.

Job Specifications

For appointment to this grade, an officer must have:

- (i) Kenya Certificate of Secondary Education (KCSE) mean grade D (plain) for Drivers or its equivalent qualifications from a recognized Institution;
- (ii) A valid driving license free from any current endorsement(s) for class (es) of vehicle(s) an officer is required to drive;
- (iii) Attended a First-Aid Certificate Course lasting not less than one (1) week at St. John Ambulance or Kenya Institute of Highway and Building Technology (KIHBT) or any other recognized Institution;
- (iv) Certificate in Suitability Test for Drivers conducted by the Ministry responsible for transport;
- (v) A valid Clearance Certificate from the National Police Service;
- (vi) At least two (2) years driving experience; and
- (vii) Proficiency in computer applications.