

TEACHERS SERVICE COMMISSION



VACANCIES FOR DRIVERS

The Teachers Service Commission (TSC) wishes to recruit (15) qualified individuals as drivers. Applicants are invited from suitably qualified candidates for the positions indicated above.

Applications including Curriculum Vitae, certificates and testimonials should be submitted to:

The Secretary/Chief Executive
Teachers Service Commission
Private Bag
NAIROBI.

To reach her on or before **30th August, 2018**

DRIVER II TSC SCALE 2 - ADVERT NO. 8/2018

Qualifications, Experiences and Skills Required

- i. A minimum requirement of Kenya Certificate of Secondary Education (KCSE) mean grade D+ (Plus) or its recognised equivalent
- ii. A valid BCE Driving Licence, free from any current endorsements.
- iii. Five (5) years driving experience after obtaining the Driving Licence.

Duties and Responsibilities

- i. Driving Commission vehicles.
- ii. Undertaking routine checks and maintenance of motor vehicles.
- iii. Detecting and reporting any malfunctioning of the vehicle systems.
- iv. Ensuring security of vehicles on and off the road.
- v. Maintaining accurate and up to date records of work tickets for the vehicle assigned.
- vi. Taking necessary precautions to ensure safety of passengers and/or goods.
- vii. Alerting supervisors on renewal of relevant licences.
- viii. Keeping the assigned vehicle(s) clean.
- ix. Any other duties assigned.

DRIVER I TSC SCALE 3 – ADVERT NO. 9/2018

Qualifications, Experiences and Skills Required

- i. A minimum requirement of Kenya Certificate of Secondary Education (KCSE) mean grade C- (Minus) or its recognised equivalent
- ii. A valid BCE Driving Licence, free from any current endorsements.
- iii. Five (5) years driving experience after obtaining the Driving Licence.

Duties and Responsibilities

- i. Driving Commission vehicles.
- ii. Undertaking routine checks and maintenance of motor vehicles.
- iii. Detecting and reporting any malfunctioning of the vehicle systems.
- iv. Ensuring security of vehicles on and off the road.
- v. Maintaining accurate and up to date records of work tickets for the vehicle assigned.
- vi. Taking necessary precautions to ensure safety of passengers and/or goods.
- vii. Alerting supervisors on renewal of relevant licences.
- viii. Keeping the assigned vehicle(s) clean.
- ix. Any other duties assigned.

Terms of Service

The remuneration will include Group Personal Accident Cover, Comprehensive Medical cover, House allowance, Commuter allowance, Leave allowance and membership to the Staff Retirement Pension Scheme.

Salary Scale 2:

(JG – E): Kshs. 18,958 – Kshs.41,852 p.m.

Salary Scale 3:

(JG – F): Kshs. 25,479 – Kshs.43,624 p.m.

NB.

Officers serving in the TSC Secretariat who wish to be redesignated as drivers are advised to apply.

Applicants who will be successful in the oral interview will be referred to Automobile Association of Kenya (AAK) for a competency test and will also be required to submit a Certificate of Good Conduct.

J. M. MAUNDU (MRS)
FOR: SECRETARY/CHIEF EXECUTIVE
TEACHERS SERVICE COMMISSION