

CAREER OPPORTUNITY - DRIVER I

Tourism Regulatory Authority (TRA) is a State Corporation established under section 4 of the Tourism Act of 2011 to regulate tourism sector in Kenya.

The Authority invites applications from suitably qualified persons to fill the following positions: -

Vacancy No. TRA/6/2024-25:	Driver I
Job Group (Grade)	TRA 10
Number of positions	Seven (7)
Terms of Service	3 Years Contract

Duties and Responsibilities

- (i) Driving motor vehicle as authorized;
- (ii) Carrying out routine checks on vehicles;
- (iii) Maintaining work tickets for vehicles assigned;
- (iv) Ensuring security and safety for the vehicle on and off the road;
- (v) Ensure adherence on motor vehicle inspection schedules;
- (vi) Timely reporting of accidents and follow up of police abstract;
- (vii) Ensuring safety of persons and/or goods in the vehicle;
- (viii) Maintaining cleanliness of the vehicle;

Minimum Academic, Professional Qualifications and Experience

- (ix) At least three (3) years' experience in the grade of Driver II or in a comparable position;
- (x) Kenya Certificate of Secondary Education mean grade D (plain) or equivalent qualification;
- (xi) Valid driving license free from any current endorsements and valid for any of the classes of vehicles or plants which the officer is required to drive;
- (xii) Passed Occupational Trade Test for Drivers Grade III from Kenya Institute of Highway and Building Technology (KIHBT) or Ministry of Roads and Public Works;
- (xiii) First-Aid Refresher Certificate Course lasting not less than one (1) week from St. John Ambulance or Kenya Institute of Highway and Building Technology (KIHBT) or any other recognized institution;

- (xiv) Passed Suitability Test for Drivers Grade III from Kenya Institute of Highway and Building Technology or Ministry of Roads and Public Works;
- (xv) Valid Certificate of Good Conduct from the Kenya Police Service;
- (xvi) Proficiency in computer applications; and
- (xvii) Shown merit and ability as reflected in work performance and results.

How to apply: -

- i. Qualified and interested candidates are requested to submit their application letter, curriculum vitae (that contains details of qualifications, work experience, email and telephone contacts including names, telephone and email contacts of three (3) referees who must be familiar with the candidates' previous work experience) and copies of all certificates & relevant testimonials in PDF format via recruitment@tra.go.ke to:

**The Director General
Tourism Regulatory Authority
P. O Box 25357, 00100
NAIROBI**
- ii. Physical applications will not be accepted
- iii. All applicants must fill in applicant's bio data form available on the link provided
(https://docs.google.com/forms/d/1wwlQln6Vtc_OeDGPC66LVErwoJdg7cYbIuHo5URDPZo/viewform?edit_requested=true).
- iv. All Applications should reach the Authority on or before **14th April, 2025** to be received latest by **5.00 pm**.

Please note: -

- I. Successful candidates shall be required to obtain and submit **valid** copies of the following documents before an offer is made.
 - i. **Certificate of Good Conduct** from the Directorate of Criminal investigations (CID)
 - ii. **Clearance** Certificate from the Higher Education Loans Board (HELB)
 - iii. **Tax Compliance** Certificate from Kenya Revenue Authority (KRA)
 - iv. **Clearance** form from the Ethics & Anti-corruption Authority (EACC)
 - v. **Clearance** certificate from a recognized Credit Reference Bureau (CRB)
- II. TRA is an equal opportunity employer and encourages persons with disability, women, youth and persons from marginalized areas to apply.

III. Only shortlisted candidates will be contacted.

IV. Canvasing will lead to automatic disqualification.

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