



**KENYA INSTITUTE OF SUPPLIES MANAGEMENT**  
*“Promoting Professionalism in Supply Chain Management”*

**27<sup>TH</sup> JULY, 2023**

**VACANCY ADVERTISEMENT - DRIVER**

The Kenya Institute of Supplies Management is a corporate body established through an Act of Parliament, the “Supplies Practitioners Management Act (SPMA), 2007”. KISM is mandated to make provision for the training, registration and licensing of supplies practitioners; to regulate their practice and for connected purposes. The Institute serves as the National body for Procurement and Supply Chain Professionals in the private and public sectors in Kenya.

The KISM Council is seeking to recruit a hands-on, dynamic, and knowledgeable and performance-oriented person to fill the position of **DRIVER, JOB GRADE KISM 9. REF CEO/002/2023**

Description of this vacancy and requirements is outlined here below:

**Directorate:** Chief Executive Officer

**Reporting to:** Chief Executive Officer

**Job Summary:**

The Driver will be responsible for providing secure and timely driving services to employees and other authorised stakeholders of the Institute’s. He/She will also ensure that the vehicles are maintained and in good condition for smooth mobility.

**KEY DUTIES AND RESPONSIBILITIES**

- i. Driving motor vehicle as authorized;
- ii. Carrying out routine checks on the vehicles cooling oil, electrical and brake systems, tyre pressure etc.;
- iii. Detecting malfunctioning of vehicles system;
- iv. Maintenance of work tickets for vehicles assigned;
- v. Ensuring security and safety of the vehicle on and off the road;
- vi. Overseeing safety of the passengers and/or goods therein; and
- vii. Maintaining cleanliness of the motor vehicle.

**PERSONS SPECIFICATIONS**

For appointment to this grade, an officer must have: -

- i. Proficiency in computer applications; and Kenya Certificate of Secondary Education mean grade D (plain) or equivalent qualification;
- ii. Valid driving license free from any current endorsements and valid for any of the classes of vehicles which the officer is required to drive;
- iii. Passed Occupational Trade Test for Drivers Grade III from Kenya Institute of Highway and Building Technology or Ministry of Roads and Public Works;

- iv. First-Aid 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;
- v. Proficiency in computer applications;
- vi. Valid Certificate of Good Conduct from the Kenya Police Service (DCI); and
- vii. In addition to the professional qualifications, successful candidate will be required to meet the expectations of Chapter 6 on Leadership and Integrity

### **HOW TO APPLY**

Qualified and interested candidates may apply **online** indicating the job title and the reference number, addressing their application letter to:

**The Chief Executive Officer  
Kenya Institute of Supplies Management,  
KISM Tower 12<sup>th</sup> Floor, Ngong Road  
P. O Box 30400-00100, Nairobi  
[vacancies@kism.or.ke](mailto:vacancies@kism.or.ke)**

Candidates must attach scanned copies of their CV with full details of educational background, professional qualifications and copies of all relevant documents/testimonials. Candidates who are subsequently invited to attend formal interviews must produce originals of all the scanned documents during the interview. Applications MUST be submitted online via email to: [vacancies@kism.or.ke](mailto:vacancies@kism.or.ke) so as to reach the Institute on or before midnight (12:00) on Friday 11<sup>th</sup> August, 2023.

All applicants MUST submit a filled KISM job application form. The form can be accessed through the link: <https://forms.gle/FX5co1SSJwn3bwr8>

***KISM is an equal opportunity employer. Canvassing will lead to automatic disqualification. Only shortlisted candidates will be contacted.***