

## CAREER OPPORTUNITIES AT NATIONAL CRIME RESEARCH CENTRE 2022

### 6. [ADVERT NO. NCRC/7/01/22](#)

**Position:** Driver I – NCRC 9 - 2 Posts

#### **Job summary**

The purpose of the job is to drive persons and ensure good maintenance, security and management through cleanliness and, report defects for timely repair and to ensure safety of passengers or goods.

#### **(a) Duties and Responsibilities**

Duties and Responsibilities of Driver I will be similar to those of Driver II but drivers at this grade are expected to be more experienced and able to carry out more responsibilities including minor mechanical adjustments and keeping proper records on vehicles servicing and general maintenance.

<b>No.</b>	<b>Responsibilities</b>	<b>Tasks/Duties</b>
1.	Technical	<ul style="list-style-type: none"><li>- Maintain a functional tool kit, spare tyre, First Aid Box and fire extinguisher in the appropriate positions.</li><li>- Inspect assigned vehicle on a daily basis to ensure it is in good working condition.</li><li>- Prepare procurement and requisition, work order and travel request as when required.</li></ul>
2.	Technical	<ul style="list-style-type: none"><li>- Drive officers to various destinations as per the work ticket to enable officer carry out research activities in order to meet their performance targets.</li><li>- Ensure cleanliness of motor vehicles for maintenance and good corporate image.</li><li>- Detect and report vehicle defects for proper maintenance and safety and carry out minor Mechanical repairs.</li><li>- Maintain work tickets by ensuring all records of journeys are duly authorized and recorded for accountability and record purposes.</li><li>- Timely report on accidents to comply with the law and for insurance purposes.</li><li>- Ensure motor vehicle inspection and insurance documents are up to date in order to adhere to the traffic rules and regulations.</li><li>- Renewal of driving license for compliance</li></ul>

		<p>with the traffic Act.</p> <ul style="list-style-type: none"> <li>- Park vehicles in safe places to ensure security of the motor vehicle and safety of the passengers and goods.</li> <li>- Report when the vehicle is due for service at least 1000kms before the due mileage or three months whichever comes first to ensure timely servicing of the motor vehicle.</li> <li>- Deliver and dispatch mails from the post office</li> </ul>
5.	Financial Management	Account for imprest given.
6.	Performance Management	<ul style="list-style-type: none"> <li>- Agree on performance target</li> <li>- Development of individual work plan</li> <li>- Fill PAS Forms</li> <li>- Submit quarterly reports</li> <li>- Provide supporting evidence for end year evaluation achievements.</li> </ul>
7.	Communication and Report Writing	<ul style="list-style-type: none"> <li>- Routine communication in connection with instructions, requests or normal work tasks.</li> <li>- Routine communication with employees of the organization or clients.</li> <li>- Communication around escalated or difficult queries with internal or external customers or clients.</li> <li>- Simple verbal instructions to other employees within the organization</li> <li>- take verbal instructions from the supervisor</li> </ul>

**(i) Level of Education/Academic Qualifications**

Kenya Certificate of Secondary Education - K.C.S.E with a minimum C plain

**(ii) Professional Qualifications**

- a) Government occupational grade test.
- b) Government suitability test for drivers.
- c) Valid driving license.
- d) Mechanical trade test grade III.
- e) Defensive driving certificate.
- f) Refresher course for drivers
- g) Basic knowledge of Mechanic
- h) Possession of a PSV certificate

**(iii) Technical Competencies**

- a) First aid certificate.
- b) Adequate knowledge of the Highway Code.

**( iv) Minimum Relevant Experience**

- Shown merit and ability in driving and simple maintenance of a vehicle for at least three (3) years in the grade of Driver II or its equivalent.

**Terms and Conditions of Service**

The Centre will offer Competitive package in line with the Salaries and Remuneration Commission (SRC) guidelines.

- Basic Salary and Allowances – as per the NCRC policy guidelines
- Other benefits – Comprehensive Medical Cover, Group Personal Accident and Group life cover.

**N/B:** All positions advertised are on Permanent and Pensionable terms except the Deputy Director who shall serve for a Contract term of three (3) years renewable.

**Application Procedure**

Interested applicants are requested to login to [www.crimeresearch.go.ke](http://www.crimeresearch.go.ke) to access detailed Job description, Job specification and download NCRC Job Application Form.

Kindly submit your hard copy application clearly indicating on the envelop the reference number and position you are applying for with dully filled NCRC Job Application Form, detailed C.V and copies of your academic and professional certificates with the National Identity card and address to:

**The Director /CEO**  
**National Crime Research Centre**  
**ACK Garden Annex**  
**1<sup>st</sup> Ngong Avenue, Off Bishop’s Road**  
**P.O. Box 21180-00100**  
**NAIROBI**  
[Email.director@crimeresearch.go.ke.](mailto:Email.director@crimeresearch.go.ke)

The application should to reach the Centre not later than 5.00 pm on **Friday, 18<sup>th</sup> February, 2022.**

Shortlisted candidates will be required to provide the following during the Interview: Current Police Clearance Certificate, Higher Education Loans Board Compliance Certificate, KRA Tax Compliance Certificate, Credit Reference Bureau Clearance Certificate, Ethics and Anti-Corruption Commission clearance.

Please note that **only shortlisted candidates** will be contacted. Any form of canvassing will lead to automatic disqualification.

**DIRECTOR/CEO**  
**NATIONAL CRIME RESEARCH CENTRE**

People living with disability are encouraged to apply.