THE COMMISSION ON ADMINISTRATIVE JUSTICE

(Office of the Ombudsman)

Hata Mnyonge ana Haki

CAJ/JOB/001/11/2026

INDENT FOR THE POSITION OF DRIVER I

JOB TITLE	DRIVER I
REPORTING	ASSISTANT DIRECTOR HRM AND ADMINISTRATION
JOB GRADE	CAJ 9
NO. OF POSTS	1
TERMS OF EMPLOYMENT	PENSIONABLE
DUTY STATION	MOMBASA OFFICE

DUTIES AND RESPONSIBILITIES

i. Driving assigned vehicle as authorised;
ii. Ensuring security and safety of the vehicle, passengers and goods on and off the road;
iii. Maintaining daily work ticket;
iv. Carrying out routine checks on vehicle's cooling, oil, electrical, brake systems and tyre pressure;
v. Detecting and reporting vehicle defects on time;
vi. Ensuring vehicle cleanliness;
vii. Ensuring routine service and maintenance of the vehicle;
viii. Timely reporting of accidents and follow up of police abstracts for assigned motor vehicle;
ix. Ensuring compliance with the traffic laws and rules.
x. Vehicle inspection and keeping up-to-date insurance documents
xi. Any other duty as may be assigned from time to time.

JOB SPECIFICATION

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

i. Served in the grade of Driver II for a minimum period of four (4) years;
ii. Kenya Certificate of Secondary Education (KCSE) mean grade D or its equivalent;

iii. Valid Class BCE Driving License free from any endorsement;
iv. Occupational Trade Test Grade II for drivers;
v. Occupational Trade Test Grade I for drivers
vi. First Aid Certificate Course lasting not less than one (1) week from St. John Ambulance or Kenya Institute of Highways and Building Technology (KIHBIT) or any other recognized institution;
vii. Certificate of good conduct;
viii. Attended a refresher course for drivers lasting not less than one (1) week within the last three (3) years at Kenya Institute of Highway and Building Technology (KIHBIT) or any other recognised institution, and
ix. Shown merit and ability as reflected in work performance and results.

N/B

The Successful applicant will be required to meet the provisions of Chapter six of the Constitution before appointment to the position.

Interested candidates who meet the requirements for the position should submit their application through the CAJ E-recruitment portal accessible via www.ombudsman.go.ke by **5.00 p.m**. on **1st December, 2026**

..