



LIMURU WATER AND SEWERAGE COMPANY LIMITED

Maji Centre, P.O Box 1286-00217 Limuru. Tel: 0725-054212
Email: info@limuruwater.go.ke/ liwaseco@yahoo.com



1. Job Reference: LWSC/HR/RCT/ADMIN

JOB DESCRIPTION FOR A DRIVER

DIRECTORATE: Finance & Administration

DEPARTMENT: Human Resource

POSITION: Driver

LOCATION: Limuru

GRADE: 6

REPORTING TO: Human Resource Officer

KEY RESPONSIBILITIES

- Drive office vehicles for transport of authorized personnel, for delivery and collection of materials and documents as assigned.
- Perform routine maintenance on vehicles (checking oil, leaks, tyres, e.t.c) and may arrange other repairs as needed
- Maintain daily log of official trips, fuel, oil consumption and repairs
- Ensure that the vehicle is regularly serviced
- Ensure that the vehicle has the necessary approval for all its movements
- Ensure that the organization rules and regulations are followed in the event of an accidents
- Ensure the vehicle is clean at all times
- Ensuring safety of materials/goods in the vehicles
- Ensure safe custody of vehicles in possession
- Observing and complying with traffic code and local authority by laws
- Ensuring valid road taxes and licenses for the vehicles
- Perform any other duties assigned by the management from time to time.

MINIMUM QUALIFICATIONS:

- KCSE Certificate
- Valid driving license with 10 years' experience
- Proficiency Test /Occupational Trade Test II for drivers
- Valid good conduct certificate (renewable after every two years)

Added Advantage

- Knowledge in first aid
- Defensive driving
- Knowledge in auto-motive mechanic
- Computer Literacy

HOW TO APPLY:

Application packages which include a cover letter, CV of not more than 5 pages and certified copies of certificates and testimonials should be sent by post or courier to:

The Managing Director,
Limuru Water & Sewerage Company Ltd,
P.O Box 1286-00217,
Limuru

Shortlisted candidates will be required to fulfil the requirements of Chapter Six of the constitution.

Only shortlisted candidates will be contacted. The company is an equal opportunity employer and selects candidates on merit through fair competition. All qualified candidates are therefore encouraged to apply.

Canvassing will lead to automatic disqualification.
Closing date is: **7 March, 2025 at 5:00pm.**

NOTE:

Applications can be sent through email : info@limuruwater.go.ke or hand delivered to Limuru Water & Sewerage Company HQ office in a sealed envelope to the address above.

- For hand-delivered applications, kindly indicate the job reference on the envelope as it appears on post title.
- For applications sent via emails, kindly indicate the job reference as the subject.