

KENYA HIGHLANDS UNIVERSITY



ADVERTISEMENT FOR VACANT POSITION

1st October 2025

Kenya Highlands University is a Private Christian Chartered University located at the heart of Kericho. For improvement of service delivery and performance, the University wishes to recruit professionals for the following vacant positions in the institution:

SENIOR DRIVER GRADE A/B

Duties and Responsibilities

A driver at this level will be responsible for:

- i. Drive University vehicle assigned to him/her for specified duties;
- ii. Maintenance of work tickets for vehicle assigned;
- iii. Carrying out routine checks on the vehicle's cooling, oil, electrical and brake systems, tyre pressure;
- iv. Carrying out minor mechanical repairs on the vehicle;
- v. Detections and reporting of malfunctioning vehicle systems;
- vi. Ensuring safety of passengers and goods therein;
- vii. Ensuring security of the vehicle on and off the road;
- viii. Maintaining cleanliness of the vehicle; and
- ix. Performing any other duties as may be assigned from time to time.

Requirements for serving Officers

To be appointed to this grade, a candidate must have: -

- i. C- and above in Kenya Certificate of Secondary Education;
- ii. Valid Driving license for vehicle class category D3;
- iii. Defensive driving certificate from the Automobile Association (AA) of Kenya or its equivalent qualification from a recognized institution;

- iv. A valid Certificate of good conduct from Kenya Police;
- v. P.S.V license for bus and mini/bus (for bus and minibus drivers);
- vi. Occupational Trade test II for drivers;
- vii. Basic certificate in first Aid and firefighting;
- viii. Training in public relations and protocol;
- ix. Accident free record or if any the records show that they were not in any way attributable to the Driver's negligence;
- x. Must have served as Driver, not less than four years of driving experience in category D3;
- xi. Shown merit and ability as reflected in work performance and results
- xii. Suitability test Certificate from Public works.

How to Apply

Each application shall be accompanied by detailed Curriculum Vitae, Copies of Relevant Academic and Professional Certificates, National Identity Card or Passport, Testimonials, and other relevant supporting documents. Scanned copies of these documents must accompany the email application.

An electronic copy in PDF format to be sent to the Deputy Vice Chancellor – Administration & Finance on dvc@khu.ac.ke.

The application to reach the undersigned on or before **17th October 2025** before close of business.

Note: *Kenya Highlands University is an equal opportunity employer. Marginalized and persons living with disability are encouraged to apply.*