

## **RE -ADVERTISEMENT TEMPORARY LOGISTICS ASSISTANT (DRIVER)**

The Capital Markets Authority is a statutory agency charged with the responsibility of regulating and developing an efficient capital market in Kenya. The Authority invites applications for the following position:

### **TEMPORARY LOGISTICS ASSISTANT(DRIVER)- 1 POSITION**

The job holder will be reporting to the Senior Administrative Officer and will be responsible for providing safe and secure transportation services of CMA staff to and from various official destinations and for the delivery of mail and parcels.

**Contract Period:** Six (6) Months Fixed Term Contract

The key responsibilities for the position:

1. Driving and keeping assigned vehicle clean;
2. Undertaking daily routine inspection of allocated vehicle and report any defects;
3. Ensuring the vehicle road worthiness, insurance and other statutory compliance;
4. Carrying out minor repairs, including oiling;
5. Maintaining work ticket for vehicles;
6. Ensuring safety of the vehicle, goods and passengers on and off the road;
7. Preparing monthly reports on motor vehicle utilization;
8. Collecting and delivering mail and correspondence;
9. Maintaining, monitoring and reporting on service and repair dates of motor vehicles;
10. Implementing Quality Management System standards and continuously identifying and managing risks; and
11. Any other duties as assigned from time to time.

### **Minimum Qualifications and Experience**

1. KCSE D+ (Plus) or its equivalent;
2. Clean and Valid Driving License;

3. Suitability Test Certificate;
4. First Aid Course;
5. Defensive Driving Certificate; and
6. At least 3 years' relevant experience with a clean driving record.

**Key skills, Knowledge & Competencies**

- i. Excellent communication and interpersonal skills;
- ii. Display honesty, transparency, and integrity in all dealings;
- iii. Must be a team player;
- iv. Ability to be flexible and embrace change.

Please [Click Here](#) and apply. Applications should be received on or before **November 12, 2024**.

**Note:** Please provide complete and accurate information pertaining to the instructions provided in the e-recruitment portal. Only shortlisted candidates will be contacted for interviews.

***“Capital Markets Authority is an Equal Opportunity Employer. Persons living with disabilities are encouraged to apply”.***

**PERSONS WHO HAD APPLIED EARLIER NEED NOT RE-APPLY**

**THE CAPITAL MARKETS AUTHORITY DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS.**