



KEMSA is a State Corporation established through an Act of Parliament, with the mandate to procure, warehouse and distribute drugs and medical supplies for prescribed public health programs, the national strategic stock reserve, prescribed essential health packages and national referral hospitals.

As a result of business growth and the need to enhance organizational efficiency for effective service delivery, we would like to fill the positions of **DRIVER** as detailed below:

POSITION NAME: DRIVER (REF. KEMSA/HRA/DRVR/ADM/2/2025)

GRADE: SA10

NO. OF VACANCIES: Three (3)

TERMS OF SERVICE: Contract

BASIC SALARY: As per scale

LOCATION:

The successful candidate will be deployed in any of the following locations where KEMSA has operations countrywide – Nairobi, Kisumu, Mombasa, Garissa, Meru, Nyeri, Kakamega, Kisii, Eldoret, Nakuru. He /She must be ready and willing to work in the allocated geographical region/area.

PURPOSE STATEMENT:

Reporting to the Transport Officer, the Driver will be charged with the responsibility of driving the Authority's staff, stakeholders and medical commodities as shall be assigned from time to time.

PRINCIPAL ACCOUNTABILITIES:

1. Driving as per the route schedule as authorized.
2. Detection and reporting common motor vehicle faults.
3. Liaising with appointed service providers to facilitate motor vehicle maintenance/repairs.
4. Maintaining cleanliness of the assigned vehicles.
5. Maintain/update motor vehicle work ticket for vehicles assigned to him/her.
6. Ensure security and safety of passengers and/or goods and that of the vehicle; both on and off the road.
7. To keep up to date vehicle mileage log and other details as required.
8. Maintain records of vehicle fuel, repair and service costs
9. To follow instructions from the Transport Coordinator or from the officer assigned.

QUALIFICATIONS, KNOWLEDGE, SKILLS & EXPERIENCE:

Suitable candidates should possess the following qualifications:

1. Be in possession of a mean grade of D+ at KCSE.
2. Hands-on driving experience of not less than three (3) years.
3. Be in possession of a valid driving license Classes B-C-E free from any endorsement.
4. Must have good knowledge on route mapping.
5. Ability to use online route applications
6. Ability to work under minimum supervision.
7. Those with Certificates in First Aid; Defensive Driving or Occupational Safety and Health will have added advantage.

DESIRED PERSONAL ATTRIBUTES:

1. Honesty
2. Flexibility
3. Team player
4. Good time management skills
5. Ability to communicate effectively

Shortlisted candidates will be required to satisfy the following requirements of Chapter Six (6) of the Constitution of Kenya 2010:

1. Police Clearance Certificate from the Directorate of Criminal Investigations;
2. Tax Compliance Certificate from the Kenya Revenue Authority;

Those interested and who meet the above requirements are invited to apply for the job. The application, accompanied with a detailed curriculum vitae, copies of certificates and testimonials addressed as below should reach the Chief Executive Officer not later than **10th April, 2025**.

The applicant's envelope should quote the **Reference Number** of the position they are applying for.

**Chief Executive Officer,
Kenya Medical Supplies Authority,
13 Commercial Street Industrial Area,
P.O. Box 47715-0010,
NAIROBI Attn. Director HR & Administration**

'The Kenya Medical Supplies Authority is an Equal Opportunity Employer'.