



Ref. NDIATVC/HR/ADVERT/JULY/2026/001

July 13, 2026

ADVERTISEMENT FOR THE POST OF A PROFESSIONAL DRIVER.

Ndia Technical and Vocational College is a public Institution under the Ministry of Education State Department for Technical, Vocational Education and Training. The Board of Governors intends to recruit a qualified Driver with the following.

Driver's key Responsibilities.

The Function entails:-

- (i) Driving and maintenance of vehicles;
- (ii) Ensuring security and safety of vehicles on and off the road;
- (iii) Ensuring vehicles are insured;
- (iv) Compliance with traffic laws, government and public service vehicle regulations;
- (v) Detecting common mechanical faults on the vehicles;
- (vi) Preparing schedules for vehicle servicing;
- (vii) Carrying out minor repairs including oiling and greasing;
- (viii) Maintaining daily work tickets for vehicles;
- (ix) Delivery services, Analysis and monthly reports on vehicle usage.



Approved for Circulation

Recognized Qualifications

The ideal candidate should possess the following qualifications and competencies

- (i) Kenya Certificate of Secondary Education mean grade D (plain) or an equivalent qualification from a recognized institution;
- (ii) Artisan Certificate in Motor Vehicle Mechanics from a recognized institution;
- (iii) At least three (3) years active driving experience;
- (iv) Valid class BCE driving license free from any current endorsements
- (v) Attended a First-Aid Certificate Course lasting not less than one(1) week from a recognized Institution;

- (vi) Demonstrate adequate knowledge of the Highway Code;
- (vii) Passed the Suitability Test for Drivers Grade III from the Ministry of Roads and Public Works;
- (viii) Valid Certificate of Good Conduct from the Kenya Police Service.

How to apply:

1. Applicants should be accompanied by detailed Curriculum Vitae, certified copies of National identity card, Professional Certificates and a valid driving License
2. Copies should be sent via registered mail or courier services or a soft copy in PDF via email address ndiatechnical@gmail.com.
3. All Kenyans who qualify are eligible: there will be no discriminations on the basis of region, tribe, or color.
4. Applications should be received before^{20th} July 2026 And addressed to:

**The Principal/Secretary Board of Governors
Ndia Technical and Vocational College
P.O BOX 4-10230.
SAGANA.
Or email to: ndiatechnical@gmail.com.**

Please note: Only shortlisted candidates will be contacted. Canvassing of any kind will lead to automatic disqualification.

Ndia Technical and Vocational College is an Equal Opportunity Employer