



KENYA METHODIST UNIVERSITY

VACANCIES

Kenya Methodist University (KeMU) is a chartered private Christian University whose vision is to be a world class University raising a generation of professionals and transformational leaders. The seat of the University is situated in Meru with campuses in Nairobi and Mombasa. We would wish to invite qualified applicants for the following position:

1. DRIVER 1 GRADE MU 7 KeMU/ADM/DR/4/7/2024 (2) Posts (Main & Nairobi Campus)

Responsibilities

- I. Responsible for driving University bus and other vehicles.
- II. Maintain vehicle cleanliness at all times.
- III. Make reports of any vehicle defects to Transport Officer.
- IV. Maintain work tickets for vehicles assigned and hand over reports whenever there is change.
- V. Driving vehicles as authorized.
- VI. Ensuring security and safety of the vehicles on and off the road.
- VII. Ensuring safety of passengers and/or goods therein in his vehicle.
- VIII. Any other duties that may be assigned by immediate supervisor which may include driving of other vehicles.
- IX.

Minimum Requirements:

- I. Be a holder of KCSE – D (Plain) or above.
- II. Driving License class D1/D2/D3 for new generation or class A/B/C/E for old Generation.
- III. Exemplary work performance.
- IV. Training in Craft certificate or basic Mechanics or knowledge in vehicle wiring will be an added advantage.
- V. At least 3 years continuous driving experience as a bus driver.
- VI. Certificate of Good Conduct from the Directorate of Criminal Investigation.

How to apply:

Interested candidates should send three (3) copies of their application, accompanied by detailed Curriculum Vitae (CV), copies of academic and professional certificates, National ID card or passport, and any other relevant testimonials.

1. An electronic copy in PDF format to the Vice Chancellor through email address applications@kemu.ac.ke
2. Three hard copies marked as per the position should be sent to:

The Vice Chancellor
Kenya Methodist University
P. O. Box 267 – 60200
MERU, KENYA

To be received on or before **13th August 2024**. Only shortlisted candidates will be contacted.

Shortlisted candidates will be required to bring the following:

- i. Tax Compliance Certificate from Kenya Revenue Authority.
- ii. Higher Education Loans Board.
- iii. Ethics and Anti-Corruption Commission.
- iv. Credit Reference Bureau.
- v. Certificate of Good Conduct from Criminal Investigation Department.
- vi. Letters of recommendation (in sealed envelopes) from at least three persons familiar with the applicant's professional experience and general character one of whom must be the pastor of their local church.

All the positions above require individuals who are of high ethical standards, integrity, and professionalism.

KeMU is an Equal Opportunity Employer.