



REFNO/HR//01/08/2021

09<sup>th</sup> August 2021

**ADVERTISEMENT!!!**

**SOT Technical Training Institute wishes to advertise for vacant position.**

<b>Position</b>	<b>Driver I</b>
<b>Number of Vacancies</b>	<b>1</b>
<b>Reporting to</b>	<b>Deputy Principal Administration</b>
<b>Duty Station</b>	<b>Sot Technical Training Institute Merigi (Main Campus)</b>
<b>Job Group</b>	<b>STTI Job Group 'E'</b>
<b>Terms Of Service</b>	<b>Contract(Renewable depending on Performance))</b>

**Job Purpose**

The purpose of the job is to provide transportation services in a timely manner and consistently maintain vehicle/Bus ensuring proper security on and off the road.

**Key Main Responsibilities/Duties/Tasks.**

1. Transport authorized personnel to designated locations in a safe and timely manner.
2. Perform minor repair and make arrangement for major repair to ensure vehicles/bus are kept in a good condition.
3. Ensure timely change of oil, checking tyres, brakes and water levels to avoid vehicle/bus breakdown.
4. Maintain all valid legal documents i.e. driving license, Work Tickets, Insurance and safety hazards and also record distances travelled and fuel costs incurred for proper record keeping.
5. Ensure Safety of the Vehicle on and Off the Road.
6. Inspect the vehicles to ensure it is fully equipped with tools and first aid kit to ensure adherence to the regulation.
7. Report accidents and incidents to Administration for appropriate strategies to be developed and implemented to minimize accidents and incidents Associated costs.

**Job Competencies-Qualification and Requirements.**

1. Should have KCSE mean grade of D plain and Driver License of class BCE vehicles or Category D3 of vehicles.
2. Has two years of Relevant experience and be conversant with NTSA Act and Regulations
3. Should have Basic Mechanic Course and has Knowledge of First Aid Skills.

Those who are interested and meet the requirement are invited to apply for the position. The application should have a **cover letter, detailed resume (CV) with three referees, copies of certificates and testimonials** addressed to the Principal as from **9<sup>th</sup> August 2021 and should be received not later than 30<sup>th</sup> August 2021 5:00PM.**

Application should be sent through **hand delivery** to **Sot Technical Training Institute Merigi** or **Through Postal Address below.**

**The Principal,  
Sot Technical Training Institute,  
P.O. Box 665,  
Bomet.**

**N/B: We do not charge any fee for the recruitment process.**

