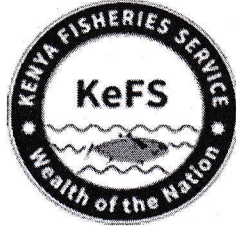


KENYA FISHERIES SERVICE



OFFICE OF THE DIRECTOR-GENERAL

Email: info@kefs.go.ke
Telephone: 020 2020191

NHIF BUILDING, 13TH FLOOR
RAGATI ROAD
P.O. Box 48511-00100
NAIROBI

When replying please quote:

REF: KEFS/GAM/HR/17 VOL.2

8th August, 2023

ADVERTISEMENT OF VACANT CASUAL POSTS

Applications are invited from qualified candidates for the positions shown here below.

Complete application letter and up-to-date curriculum vitae (CV) must be addressed to the Director General, P.O. Box 48511-00100 Nairobi or emailed to: hrm@kefs.go.ke or hand delivered to the **Human Resource Office, 14th Floor NHIF Building, Ragati Road, Nairobi** on or before....**20th August, 2023**.....

VACANCIES

B). VACANCY: DRIVER (FOUR) (4) POST).

Duties and Responsibilities.

The main duties will entail: Driving and maintaining government vehicles at the station. This function will also entail detecting common mechanical faults on the motor vehicles; carrying out minor maintenance including oiling and greasing; maintaining daily work tickets for vehicles; ensuring the safety of vehicles on and off the road, and maintaining the vehicles' cleanliness

Requirements for Appointment.

1. Must have a Kenya Certificate of Primary Education or its equivalent from a recognized institution.
2. Must be a Kenyan citizen.
3. Must have a valid driving license free from any current endorsements and valid for driving vehicles within classes BC.
4. Must have valid suitability test certification from the relevant government training institution.

Applicants with the following specifications will have an added advantage:

1. Kenya Certificate of Secondary Education or its equivalent or a higher academic qualification
2. Relevant work experience of more than 3 years driving vehicles within classes BCD&E
3. Relevant work experience in a government entity in a similar or comparable position.
4. First-Aid certification from a recognized institution
5. Defensive driving certification
6. Computer applications certificate from a recognized institution.

B). VACANCY: GENERAL LABOURER/OFFICE CLEANERS- SIX (6) POSTS.

Duties and Responsibilities

Main duties will entail: - general office cleanliness, preparing office tea, delivery of letters/correspondences and any other relevant duties that may be assigned.

Requirements for Appointment.

1. Must have a Kenya Certificate of Primary Education or its equivalent.
2. Must be a Kenyan citizen.
3. Ability to perform general duties.

Applicants with the following specifications will have an added advantage:

1. Kenya Certificate of Secondary Education and above or its equivalent
2. Working experience in a similar or comparable position.



Davis Karani

For: Ag. Deputy Director HRM&A