

CAREER OPPORTUNITY

Our Client, the Affordable Housing Board (AHB), is a body corporate established under the Affordable Housing Act of 2024 as a State Corporation within the State Department for Housing and Urban Development. It is mandated to provide a framework for development and access to affordable and institutional housing.

The Board of Directors is seeking to recruit a qualified, highly experienced, and results-oriented individual with a high degree of professionalism to fill the position of SENIOR DRIVER, AHB 8

VACANCY FOR THE POSITION OF SENIOR DRIVER

JOB PURPOSE

This cadre is responsible for operating and maintaining official vehicles, ensuring the safety of passengers and goods, and adhering to traffic regulations and institutional policies.

REPORTING RELATIONSHIP:

This role reports to the Office Administrator I

KEY DUTIES AND RESPONSIBILITIES

The duties and responsibilities of a Senior Driver will entail:

- i. Supporting the development of transport guidelines and standard operating procedures;
- ii. Driving vehicles as authorized;
- iii. Adhering to the Service's transport policies and guidelines;
- iv. Carrying out routine checks on the vehicle's cooling, oil, electrical, and brake systems and tyre pressure;
- v. Planning transportation route based on road and traffic conditions;
- vi. Adhering to Traffic Laws and government regulations to ensure compliance with the management of government vehicles;
- vii. Performing regular washing and cleaning of vehicles to maintain daily cleanliness of the vehicle;
- viii. Scheduling vehicle servicing/inspection in liaison with the relevant authorities to ensure timely servicing and maintenance of the vehicle;
- ix. Detecting and reporting malfunctioning of the vehicle system;
- x. Ensuring work tickets are duly authorized;
- xi. Ensuring the security and safety of the vehicle;
- xii. Ensuring the safety of the passengers and or goods therein;
- xiii. Reporting any incidents to the police and/or the officer in charge of transport immediately they occur; and
- xiv. Coaching and mentoring other drivers.

REQUIRED QUALIFICATIONS

For appointment to this level, a candidate must have:

- i. Cumulative service period of nine (9) years' work experience, three (3) of which should have been at the grade of Driver I or in a comparable position.
- ii. Kenya Certificate of Secondary Education mean grade of D (Plain) or its equivalent qualification from a recognized institution;
- iii. Valid driving license free from any current endorsements and valid for any of the classes of vehicles which the officer is required to drive;
- iv. Passed the Suitability Test for Drivers Grade I;
- v. First-Aid Certificate Course lasting not less than one (1) week from St. John Ambulance or the Kenya Institute of Highway and Building Technology (KIHBT) or its equivalent from a recognized examining body;

- vi. Defensive driving certificate from the Automobile Association (AA) of Kenya or its equivalent from a recognized Institution;
- vii. Customer Service Training Certificate from the Kenya Institute of Highway and Building Technology (KIHBT) or its equivalent from a recognized institution examining body;
- viii. Valid Certificate of Good Conduct from the Kenya police;
- ix. Proficiency in computer applications; and
- x. Show merit and ability as reflected in work performance and results.

KEY SKILLS AND COMPETENCIES

- i. Interpersonal skills;
- ii. Communication skills;
- iii. Ability to work independently and in a team;
- iv. Ability to meet deadlines;
- v. Ability to work with and supervise others;

HOW TO APPLY

Interested and eligible candidates may apply and access the detailed job description, specifications, and required experience for the position on the AHB's website at

<https://affordablehousingboard.go.ke/careers> or www.acalconsulting.co.ke/Careers

Candidates should submit their applications, including the cover letter, a copy of their National ID, copies of their academic and professional certificates, testimonials, and a detailed CV, indicating current position, qualifications, working experience, names of three (3) professional referees, current remuneration, and daytime telephone.

Applicants MUST submit their completed application quoting the job reference for the specific position addressed to.

**THE CHAIRMAN,
AFFORDABLE HOUSING BOARD (AHB),
P.O BOX 27521- 00100,
NAIROBI.**

Applications should be received by 17th March 2026, 5p.m E.A.T

No physical applications will be allowed. All applications must be submitted via the portal. It is an offence to include incorrect or misleading information in the applications as per the provisions of the Public Officers Ethics Act, 2003.

AHB is an Equal Opportunity Employer committed to Diversity, Equity and Inclusion. PLWD are encouraged to apply. Applications without the relevant qualifications and copies of required documents will not be considered. Any canvassing will lead to automatic disqualification.

Only shortlisted candidates will be contacted