



INTERNAL VACANCY ANNOUNCEMENT

Embu Water and Sanitation Company LTD, a public water utility company fully owned by the County Government of Embu and with a mandate to provide water and sanitation services in Embu County is seeking to recruit self-driven individuals for the positions: - **Job Group 10**

Reference: Ewasco/Hr/2021(7) - Driver- Job 3 Positions

(A) Key Responsibilities

1. Picking and dropping members of staff and visitors as directed.
2. Maintaining vehicle mileage, faulty, fuel usage records for purpose of accountability and maintenance using a vehicle log.
3. Carrying out routine checks on cooling oil and lubricants, tyre pressure, battery and brakes
4. Maintaining safety of passengers and that of goods therein and also for the vehicle itself
5. Delivery of mails, documents and equipment to various designated points on a timely basis.
6. Collecting mail and documents from various destinations and delivering them to the Company/as directed.
7. Ensuring availability of all the required documents/equipment including vehicle insurance certificates, vehicle registration, vehicle logs, office directory, and map of the city/country, first aid kit, and necessary spare parts in the assigned vehicle.
8. Complying with the traffic rules and regulations while driving the vehicle
9. Ensuring that the vehicle is clean all the time.
10. Ensuring timely servicing and repair of the vehicle.
11. Undertaking any other duties as may be assigned from time to time

(B) Knowledge, Skills and Experience Required

Key Qualifications and Experience

1. KCSE with a minimum of D+ (Plus)
2. Trade Test/Driving license BCE
4. certificate of good conduct
5. At least 5 years relevant working experience in a public company

Key Skills

1. Communication and interpersonal relations
2. Analytical Skills.
3. Planning and organization

Attributes

1. Team work
2. High level of Integrity

3. Patience and Professionalism
4. Time management
5. customer focus

APPLICATION INSTRUCTIONS

Application packages in sealed envelopes which include a Cover Letter, updated CV and certified copies of certificates and testimonials should be delivered to: -

**The Managing Director
Embu Water and Sanitation Company Limited
EWASCO House, Off Meru-Embu Road
P.O BOX 2142,60100
EMBU**

Note:

- The positions are open **ONLY** to internal candidates already working in EWASCO on contracts, casuals and those whose contracts have expired in the last 1 month.
- The Vacancy number should be clearly marked on the left top corner of the outer envelope of the application package
- Copies of all certificates should be **CERTIFIED** by the Issuing Institutions
- Only shortlisted candidates will be contacted
- Canvassing in any way will lead to automatic disqualification

CLOSING DATE: 13th August 2021, 17:00 Hours