



# NAIROBI CITY WATER & SEWERAGE COMPANY LTD.

KAMPALA RD, P. O. Box 30656-00100, Nairobi, Kenya

Tel: +254 703 080 000

Email: [info@nairobewater.co.ke](mailto:info@nairobewater.co.ke)

[www.nairobewater.co.ke](http://www.nairobewater.co.ke)



<b>Directorate:</b>	Human Resources and Administration Services
<b>Department:</b>	Transport
<b>Position:</b>	Driver
<b>Vacant Positions:</b>	70
<b>Grade:</b>	8
<b>Location:</b>	Headquarters/Regions
<b>Reporting To:</b>	Transport Supervisor
<b>Supervises:</b>	None
<b>Main external contacts:</b>	Garages
<b>Main internal contacts:</b>	All staff

## BROAD FUNCTION

Responsible for operating company vehicles to transport staff, materials, and equipment safely and efficiently, while ensuring compliance with traffic regulations and organizational policies.

## PRIMARY DUTIES/RESPONSIBILITIES

- i. Drive company vehicles to transport staff, materials, and equipment as assigned.
- ii. Ensure vehicles are operated safely and in compliance with NTSA, Traffic Act, and company transport policies.
- iii. Conduct daily vehicle checks (fuel, oil, water, tyres, brakes, lights) and report defects promptly.
- iv. Maintain accurate vehicle logbooks and records of mileage, fuel consumption, and trips.
- v. Ensure timely servicing and cleanliness of assigned vehicles.
- vi. Report accidents, incidents, or breakdowns immediately and assist in documentation.
- vii. Observe Occupational Safety and Health (OSH) requirements during vehicle operation.
- viii. Support transport logistics by adhering to schedules and instructions from supervisors.
- ix. Uphold integrity, accountability, and professionalism in all driving duties



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## ACADEMIC QUALIFICATIONS:

KCSE mean grade D plain or its equivalent from a recognized institution

## QUALIFICATIONS:

- i. Valid and clean Kenyan Driving License (Class BCE or relevant categories).
- ii. Pass suitability test conducted by Ministry of Public Works (successful candidates prior to appointment)
- iii. Certificate of Good Conduct from the DCI

## EXPERIENCE:

2 year's proven driving experience

## SKILLS:

- i. Computer literate
- ii. Excellent interpersonal and communication skills.
- iii. Familiarity with the Traffic rules
- iv. Ability to work under pressure and meet deadlines

Prepared by:  
Transport Manager

Date: 27/4/2026

Approved by:  
Managing Director

Date: 27/4/2026