



**MINISTRY OF ROADS AND TRANSPORT
STATE DEPARTMENT FOR ROADS**

JOB ADVERTISEMENT

Applications are invited from qualified persons for the following positions shown below:

VACANCY NO	JOB TITLE	CSG	POSTS
2/2025	Housekeeping Assistant I	13	3
3/2025	Driver Instructor III KIHBT	13	7
4/2025	Plant Operator Instructor III KIHBT	13	8
5/2025	Housekeeping Assistant III	15	27
6/2025	Cook III	15	23
7/2025	Waiter Assistant III	15	5
8/2025	Artisan III (General Power Electrician)	15	3
9/2025	Artisan Tailoring III	15	3
10/2025	Artisan Auto Electrician Mechanic III	15	15
11/2025	Artisan Motor Vehicle Mechanic III	15	10
12/2025	Artisan Mechanical III	15	6
13/2025	Artisan Building III	15	4
14/2025	Artisan Plant Mechanic III	15	16
15/2025	Artisan Spray Painter III	15	4
16/2025	Artisan Panel Beater III	15	5
17/2025	Artisan Upholster III	15	4
18/2025	Plant Operator III	15	11
19/2025	Driver II (Light & Heavy Commercial	15	12
20/2025	Security Warden III	15	23

Interested and qualified persons are requested to make their applications by completing one PSC2 (Revised 2016) application form. The form may be downloaded from the Public Service Commission's websites: www.publicservice.go.ke

For more details on salary scale, requirements for appointment, duties and responsibilities, visit the following website www.roads.go.ke

Completed PSC 2 (2016) application form can be sent to: -

**The Principal Secretary
State Department for Roads
Ministry of Roads and Transport
P.O. Box 30260-00100
Nairobi**

OR

Hand delivered to the State Department for Roads Human Resource Management registry, **Transcom House, 5th Floor** on or before **22nd August, 2025**.

Please Note:

- (i) Persons with disability are encouraged to apply
- (ii) Only shortlisted and successful candidates will be contacted
- (iii) Canvassing in any form will lead to automatic disqualification
- (iv) Shortlisted candidates shall be required to produce originals of their National Identity Card, academic and professional certificates and transcripts during interviews. It is a criminal offence to present fake certificates.

**VACANCY NO.2/2025- HOUSEKEEPING ASSISTANT I, THREE (3) POSTS
CSG 13**

Terms of Service: Permanent and Pensionable

Salary Scale: Ksh. 25,420 – Ksh. 33, 170 P.M

Basic Salary:	Ksh. 25,420P.M
House Allowance –	Depending on duty station
Leave Allowance –	as existing in the Civil/Service
Commuter Allowance –	Ksh. 4,000 per Month
Medical Cover –	as provided by the Government
Annual Leave -	30 working days per financial year

Requirement for Appointment:

For appointment to this grade an officer have;

- (i) Kenya Certificate of Secondary Education with a mean grade ‘C-’ (minus) or its equivalent from a recognized institution ; and
- (ii) Have attended a course lasting not less than one (1) year and awarded a certificate in Housekeeping and Laundry or it’s equivalent qualification from a recognized institution.

Duties and Responsibilities

Duties at this level will entail: overseeing the cleanliness and maintenance of rooms; care and maintenance of furnishings, equipment and linen; reporting any defects in the guest rooms to the supervisor; ensuring that proper work procedures are followed when handling guest laundry; and filling in the occurrence book as required.

**VACANCY NO.3/2025-DRIVER INSTRUCTOR III KIHBT, SEVEN (7) POSTS,
CSG 13**

Terms of Service: Permanent and Pensionable

Salary Scale: Ksh. 25,420 – Ksh. 33, 170 P.M

Basic Salary:	Ksh. 25,420P.M
House Allowance –	Depending on duty station
Leave Allowance –	as existing in the Civil/Service
Commuter Allowance –	Ksh. 4,000 per Month
Medical Cover –	as provided by the Government
Annual Leave -	30 working days per financial year

Requirement for Appointment:

- (i) Craft Certificate in Automotive Engineering;
- (ii) Driver's suitability test;
- (iii) Instructors Certificate from a recognized Institution or attended T.O.T course of not less than Four (4) weeks;
- (iv) Registration by the Kenya Engineering Technology Registration Board (KETRB) as a Candidate Engineering Technician Craft;
- (v) First Aid Certificate from KIHBT or St. John's Ambulance;
- (vi) Valid Driver's Licence (Classes B, C1, C);and
- (vii) Proficiency in computer applications.

Duties and Responsibilities

This will be the entry and training grade for Instructor's cadre. Duties and responsibilities entail maintenance of motor vehicles and equipment, prepare and use them for instructional duties in the relevant field under guidance of a senior instructor. In addition, the officer will prepare lesson plans, instruct, assess, conduct proficiency test for drivers and mark practical work for students.

VACANCY NO. 4/2025- PLANT OPERATOR INSTRUCTOR III, EIGHT(8) POSTS, CSG 13

Terms of Service: Permanent and Pensionable

Salary Scale: Ksh. 25,420 – Ksh. 33, 170 P.M

Basic Salary:	Ksh. 25,420P.M
House Allowance –	Depending on duty station
Leave Allowance –	as existing in the Civil/Service
Commuter Allowance –	Ksh. 4,000 per Month
Medical Cover –	as provided by the Government
Annual Leave -	30 working days per financial year

Requirement for Appointment:

For appointment to this grade an officer have;

- i. Craft Certificate in Plant Mechanics or Construction Plant;

- ii. Plant Operator suitability test;
- iii. Instructors Certificate from a recognized Institution or attended T.O.T course of not less than Four (4) weeks;
- iv. Registration by the Kenya Engineering Technology Registration Board (KETRB) as a Candidate Engineering Technician Craft;
- v. First Aid Certificate from KIHBT or St. John's Ambulance ;
- vi. Valid Driver's Licence with endorsement of at least two plant/machines;and
- vii. Proficiency in computer applications.

Duties and Responsibilities

This will be the entry and training grade for Instructor's cadre. Duties and responsibilities entail maintenance of machines and equipment, prepare and use them for instructional duties in the relevant field under guidance of a senior instructor. In addition, the officer will prepare lesson plans, instruct, assess and mark practical work for students.

VACANCY NO. 5/2025-HOUSKEEPING ASSISTANT III, TWENTY SEVEN (27) POSTS CSG 15

Terms of Service: Permanent and Pensionable

Salary Scale: Ksh.19, 340 – Ksh. 24, 470 P.M

Basic Salary:	Ksh. 19,340 per month
House Allowance –	Depending on duty station
Leave Allowance –	as existing in the Civil/Service
Commuter Allowance –	Ksh. 3,000 per Month
Medical Cover –	as provided by the Government
Annual Leave -	30 working days per financial year

Requirement for Appointment:

For appointment to this grade an officer have;

- (i) Kenya Certificate of Secondary Education (KCSE) mean grade 'D' plain or it's equivalent qualification from a recognized institution; and
- (ii) Formal training lasting not less than two (2) months in Housekeeping and/or Laundry or it's equivalent qualification from a recognized institution.

Duties and Responsibilities

This is the entry grade for Housekeeping Assistants cadre. An officer at this level will be on the job training and will perform tasks under the guidance of a senior officer. Duties at this level include: dusting and cleaning rooms and corridors; spreading beds; washing cleaning materials and equipment; replenishing cleaning materials and supplies: washing

linen; washing guest laundry; ironing guest laundry and linen; and ensuring proper storage of all equipment used.

VACANCY NO 6/2025- COOK TWENTY THREE (23) POSTS,CSG 15

Terms of Service: Permanent and Pensionable

Salary Scale: Ksh.19, 340 – Ksh. 24, 470 P.M

Basic Salary:	Ksh. 19,340 per month
House Allowance –	Depending on duty station
Leave Allowance –	as existing in the Civil/Service
Commuter Allowance –	Ksh. 3,000 per Month
Medical Cover –	as provided by the Government
Annual Leave -	30 working days per financial year

Requirement for Appointment

For appointment to this grade an officer have;

- (i) Kenya Certificate of Secondary Education (KCSE) mean grade ‘D’ plain or it’s equivalent qualification from a recognized institution; and
- (ii) Craft Certificate in Food and Beverage Production, Sales and Service or its equivalent qualification from a recognized institution;

OR

Attended a formal course lasting not less than two (2) months in food production organized by the Kenya Utali College or other recognized institution.

Duties and Responsibilities

This is the entry grade for Cooks cadre. An officer at this level will be on the job training and will carry out duties under supervision of a senior officer. Duties will include: preparation of raw foods for cooking; cleanliness of equipment used in production; maintaining hygiene by ensuring cleaning of the kitchen and its surroundings; setting up and preparing equipment for use in food preparation and production; and alerting the supervisor of any defective equipment.

VACANCY NO. 7/2025- WAITER ASSISTANT III, FIVE (5) POSTS, CSG 15

Terms of Service: Permanent and Pensionable

Salary Scale: Ksh.19, 340 – Ksh. 24, 470 P.M

Basic Salary:	Ksh. 19,340 per month
House Allowance –	Depending on duty station
Leave Allowance –	as existing in the Civil/Service
Commuter Allowance –	Ksh. 3,000 per Month

Medical Cover –	as provided by the Government
Annual Leave -	30 working days per financial year

Requirement for Appointment

For appointment to this grade an officer have;

- (i) Kenya Certificate of Secondary Education (KCSE) mean grade ‘D’ plain or it’s equivalent qualification from a recognized institution; and
 - (ii) Craft Certificate in Food and Beverage production, sales and service or it’s equivalent qualification from a recognized institution;
- OR**
- (iii) Have attended a formal course lasting not less than two (2) months in Food and Beverage Sales Service organized by the Kenya Utalii College or other recognized institution.

Duties and Responsibilities

This will be the entry grade for Waiter Assistant Cadre. An officer at this level will be on job training and will perform tasks under the supervision of a senior officer. Duties will include: cleaning floors and windows within the service area; cleaning glass ware cups, trays and cutlery; wiping and arranging furniture in the restaurant; carrying out table set-up ; wiping cutlery and glass ware; and assisting in food and beverage service.

VACANCY NO. 8/2025- ARTISAN III (GENERAL POWER ELECTRICIAN) THREE (3) POSTS, CSG 15

Terms of Service: Permanent and Pensionable

Salary Scale: Ksh.19, 340 – Ksh. 24, 470 P.M

Basic Salary:	Ksh. 19,340 per month
House Allowance –	Depending on duty station
Leave Allowance –	as existing in the Civil/Service
Commuter Allowance –	Ksh. 3,000 per Month
Medical Cover –	as provided by the Government
Annual Leave -	30 working days per financial year

Requirement for Appointment:

For appointment to this grade, a candidate must have: -

- (i) Kenya Certificate of Secondary Education (KCSE) mean grade D Plain or its equivalent from a recognized institution;
- (ii) Government Trade Test III in Electrical from a recognized institution; and
- (iii) Proficiency in computer applications.

Duties and Responsibilities

This is the entry and training grade for General Power Electrician. An officer at this level will work under the guidance and supervision of a senior officer. Duties and responsibilities will entail: -

- (i) taking part in installation electrical systems, wiring, lighting fixtures, outlets, and other electrical components in buildings and public facilities;
- (ii) taking part in maintenance and repair of electrical works in buildings and public facilities;
- (iii) taking part in resolving electrical faults in buildings and public facilities;
- (iv) collecting data pertaining works and inventory relating to electrical works in public facilities; and
- (v) adhering to safety protocols and environmental regulations in the provision of electrical works in public facilities.

VACANCY NO 9/2025-ARTISAN TAILORING III THREE (3) POSTS, CSG 15

Terms of Service: Permanent and Pensionable

Salary Scale: Ksh.19, 340 – Ksh. 24, 470 P.M

Basic Salary: Ksh. 19,340 per month

House Allowance – Depending on duty station

Leave Allowance – as existing in the Civil/Service

Commuter Allowance – Ksh. 3,000 per Month

Medical Cover – as provided by the Government

Annual Leave - 30 working days per financial year

Requirement for Appointment:

- (i) Kenya Certificate of Secondary Education (KCSE) mean grade D Plain or its equivalent from a recognized institution;
- (ii) Government Trade Test III in Tailoring and dressmaking from a recognized institution or its equivalent from a recognized institution; and
- (iii) Proficiency in computer applications.

Duties and Responsibilities

This is the entry and training grade for tailor/dressmaker. An officer at this level will work under the guidance and supervision of a senior officer. Duties and responsibilities will entail:

- (i) measuring the client and discussing the choice of style and fabric;
- (ii) taking part in sewing and mending clothes as per the specifications and standards;
- (iii) pressing and tacking the fabric together for a fitting;
- (iv) completing customers' orders in time as assigned;

- (v) adhering to safety protocols in the provision of tailoring and dressmaking works; and
- (vi) complying with environmental regulations.

**VACANCY NO. 10/2025- ARTISANS AUTO ELECTRICIAN MECHANIC III,
FIFTEEN (15) POSTS, CSG 15**

Terms of Service: Permanent and Pensionable

Salary Scale: Ksh.19, 340 – Ksh. 24, 470 P.M

Basic Salary:	Ksh. 19,340 per month
House Allowance –	Depending on duty station
Leave Allowance –	as existing in the Civil/Service
Commuter Allowance –	Ksh. 3,000 per Month
Medical Cover –	as provided by the Government
Annual Leave -	30 working days per financial year

Requirement for Appointment:

For appointment to this grade, the candidate must have:-

- (i) Kenya Certificate of Secondary Education (KCSE) mean grade D Plain or its equivalent from a recognized institution;
- (ii) Government Trade/Grade Tests III in Auto Electrician from a recognized institution; and
- (iii) Proficiency in computer applications.

Duties and Responsibilities

This is the entry and training grade for this cadre and the officer will work under the supervision and guidance of a senior officer.

Duties and responsibilities will entail:

- (i) taking part in diagnosing, correcting simple faults and determining necessary repairs on plant and equipment;
- (ii) carrying out service and minor of plant and equipment for compliance with safety standards;
- (iii) taking part in identifying faults in plant and equipment;
- (iv) taking part in identifying required spare parts, tools and equipment;
- (v) observing safety protocols in the provision of mechanical works in plant and equipment; and
- (vi) keeping cleanliness in working area and proper disposal of workshop waste.

**VACANCY NO. 11/2025-ARTISAN MOTO VEHICLE MECHANIC III – TEN
(10) POSTS CSG 15**

Terms of Service: Permanent and Pensionable

Salary Scale: Ksh.19, 340 – Ksh. 24, 470 P.M

Basic Salary:	Ksh. 19,340 per month
House Allowance –	Depending on duty station
Leave Allowance –	as existing in the Civil/Service
Commuter Allowance –	Ksh. 3,000 per Month
Medical Cover –	as provided by the Government
Annual Leave -	30 working days per financial year

Requirements for Appointment:

For appointment to this grade, the candidate must have:-

- (i) Kenya Certificate of Secondary Education (KCSE) mean grade D Plain or its equivalent from a recognized institution;
 - (ii) Government Trade/Grade Tests III in Motor Vehicle Mechanics from a recognized institution;
- OR
- (iii) Apprentice Certificate awarded by the National Industrial Training Authority or its equivalent and relevant qualification from a recognized institution; and
 - (iv) Proficiency in computer applications.

Duties and Responsibilities

This is the entry and training grade for this cadre and the officer will work under the supervision and guidance of a senior officer.

Duties and responsibilities will entail:

- (i) Taking part in diagnosing, correcting simple faults and determining necessary repairs on vehicle systems;
- (ii) carrying out service and minor repairs of vehicle for compliance with safety standards;
- (iii) taking part in identifying faults;
- (iv) taking part in collecting data on records, information of vehicle maintenance and inventory of tools;
- (v) observing safety protocols in the provision of mechanical works in vehicles; and
- (vi) keeping cleanliness in working area and proper disposal of workshop waste.

VACANCY NO. 12/2025-ARTISAN MECHANICAL III,SIX (6) POSTS,CSG 15

Terms of Service: Permanent and Pensionable

Salary Scale: Ksh.19, 340 – Ksh. 24, 470 P.M

Basic Salary:	Ksh. 19,340 per month
House Allowance –	Depending on duty station
Leave Allowance –	as existing in the Civil/Service
Commuter Allowance –	Ksh. 3,000 per Month
Medical Cover –	as provided by the Government
Annual Leave -	30 working days per financial year

Requirement for Appointment:

For appointment to this grade, the candidate must have:-

- (i) Kenya Certificate of Secondary Education (KCSE) mean grade D Plain or its equivalent from a recognized institution;
- (ii) Government Trade/Grade Tests III in any of the following options: General Fitting, Turning and Welding ; and
- (iii) Proficiency in computer applications.

Duties and Responsibilities

This will be the entry and training grade for this cadre. An officer at this level will work under the supervision and guidance of a Senior Officer. An officer at this level will be deployed in any of the following areas to undertake any of the following duties and responsibilities: -

1. General fitting

Duties and responsibilities will entail: -

- (i) participating in assembling machinery and equipment according to technical specification;
- (ii) taking part in aligning and connecting mechanical components;
- (iii) participating in testing machinery to ensure proper functioning;
- (iv) cleaning and lubricating machinery component to ensure optimal performance;
- (v) taking part in repairing and replacing defective parts such as bearings, gears, valves and pumps;
- (vi) cutting and Fabricating tasks to repair metal components; and
- (vii) collecting and collating data on records and inventory pertaining to general fitting services.

2. Machining/Turning

Duties and responsibilities will entail: -

- (i) machining to perform turning, grinding, milling, facing, boring, drilling, threading, grooving operations on metal work pieces;
- (ii) loading raw materials such as metal bars rods or billets into the lathe and secure them safe for machining;
- (iii) taking part in setting-up manual or computer numerical control (CNC) machines according to work piece specification and engineering drawing;

- (iv) installing cutting tools, tool holders and work holding fixtures such as chucks, collates or centers;
- (v) replacing damaged or defect cutting tools and sharpening them to maintain cutting performance;
- (vi) operating machining tools and equipment; and
- (vii) collecting and collating data for records and inventory pertaining to machining services;

3. Welding

Duties and responsibilities will entail: -

- (i) cutting, shaping, assembling of materials and operation of welding machines;
- (ii) performing visual inspection and tests such as dye-penetrant, ultrasonic, pressure tests to verify integrity and strength of welds;
- (iii) undertaking welding maintenance works; and
- (iv) collecting and collating data for records and inventory pertaining to welding works and equipment.

VACANCY NO. 13/2025-ARTISAN BUILDING III,FOUR (4) POSTS,CSG 15

Terms of Service: Permanent and Pensionable

Salary Scale: Ksh.19, 340 – Ksh. 24, 470 P.M

Basic Salary:	Ksh. 19,340 per month
House Allowance –	Depending on duty station
Leave Allowance –	as existing in the Civil/Service
Commuter Allowance –	Ksh. 3,000 per Month
Medical Cover –	as provided by the Government
Annual Leave -	30 working days per financial year

Requirement for Appointment:

For appointment to this grade, the candidate must have:-

- (i) Kenya Certificate of Secondary Education (KCSE) mean grade D plain or its equivalent from a recognized institution; and
- (ii) Government Trade Tests Grade III, in relevant trade area (Masonry, Painting and plumbing) from a recognized institution; and
- (iii) Proficiency in Computer applications.

Duties and Responsibilities

This will be the entry and training grade for this cadre. An officer at this level will work under the supervision and guidance of a senior officer. Duties and responsibilities will entail: -

1. Masonry

- (i) preparing surfaces, laying bricks or stones and applying mortar;
- (ii) repairing and maintaining masonry works in public buildings and facilities;
- (iii) collecting data and inventory pertaining to masonry works;
- (iv) taking part in servicing building systems for proper functionality; and
- (v) adhering to safety protocols in the provision of masonry works in public buildings and facilities.

2. Painting

- (i) painting public buildings and facilities;
- (ii) collecting data and inventory pertaining to painting works;
- (iii) operating tools and equipment pertaining to painting works; and
- (iv) adhering to safety protocols in the provision of painting works in public buildings and facilities.

3. Plumbing

- (i) installing plumbing piping and fittings public buildings and facilities;
- (ii) implementing plumbing maintenance schedules for improvement works in public building and facilities;
- (iii) collecting data for records and inventory pertaining to plumbing works;
- (iv) operating plumbing equipment and machinery; and
- (v) adhering to safety protocols in the provision of plumbing works in buildings.

VACANCY NO. 14/2025-ARTISAN PLANT MECHANIC III ,SIXTEEN (16) POSTS, CSG 15

Terms of Service: Permanent and Pensionable

Salary Scale: Ksh.19, 340 – Ksh. 24, 470 P.M

Basic Salary:	Ksh. 19,340 per month
House Allowance –	Depending on duty station
Leave Allowance –	as existing in the Civil/Service
Commuter Allowance –	Ksh. 3,000 per Month
Medical Cover –	as provided by the Government
Annual Leave -	30 working days per financial year

Requirement for Appointment:

For appointment to this grade, the candidate must have:-

- i. Kenya Certificate of Secondary Education (KCSE) mean grade D Plain or its equivalent from a recognized institution;
- ii. Government Trade/Grade Tests III in Plant Mechanics from a recognized institution;

OR

Apprentice Certificate awarded by the National Industrial Training Authority or its equivalent and relevant qualification from a recognized institution; and

- iii. Proficiency in computer applications.

Duties and Responsibilities

This is the entry and training grade for this cadre and the officer will work under the supervision and guidance of a senior officer.

Duties and responsibilities will entail: -

- (i) taking part in diagnosing, correcting simple faults and determining necessary repairs on plant and equipment;
- (ii) carrying out service and minor of plant and equipment for compliance with safety standards;
- (iii) taking part in identifying faults in plant and equipment;
- (iv) taking part in identifying required spare parts, tools and equipment;
- (v) observing safety protocols in the provision of mechanical works in plant and equipment; and
- (vi) keeping cleanliness in working area and proper disposal of workshop waste.

VACANCY NO. 15/2025-ARTISAN SPRAY PAINTING III,FOUR (4) POSTS, CSG 15

Terms of Service: Permanent and Pensionable

Salary Scale: Ksh.19, 340 – Ksh. 24, 470 P.M

Basic Salary:	Ksh. 19,340 per month
House Allowance –	Depending on duty station
Leave Allowance –	as existing in the Civil/Service
Commuter Allowance –	Ksh. 3,000 per Month
Medical Cover –	as provided by the Government
Annual Leave -	30 working days per financial year

Requirement for Appointment:

For appointment to this grade, the candidate must have:-

- i. Kenya Certificate of Secondary Education (KCSE) mean grade D Plain or its equivalent from a recognized institution;
- ii. Government Trade/Grade Tests III in Spray painting from a recognized institution; and
- iii. Proficiency in computer applications.

Duties and Responsibilities

This will be the entry and training grade for this cadre. An officer at this level will work under the supervision and guidance of a Senior Officer. Duties will entail:

- (i) taking part in preparing surfaces for painting using various techniques;
- (ii) taking part in repairing paint work defects to meet quality standards;
- (iii) adhering to safety protocols in the provision of spray painting works;
- (iv) taking part in maintaining of spray-painting equipment and machines; and
- (v) maintaining cleanliness in working area and proper disposal of workshop waste.

VACANCY NO. 16/2025-ARTISAN PANEL BEATER III – FIVE (5) POSTS CSG 15

Terms of Service: Permanent and Pensionable

Salary Scale: Ksh.19, 340 – Ksh. 24, 470 P.M

Basic Salary:	Ksh. 19,340 per month
House Allowance –	Depending on duty station
Leave Allowance –	as existing in the Civil/Service
Commuter Allowance –	Ksh. 3,000 per Month
Medical Cover –	as provided by the Government
Annual Leave -	30 working days per financial year

Requirement for Appointment:

For appointment to this grade, the candidate must have:-

- i. Kenya Certificate of Secondary Education (KCSE) mean grade D Plain or its equivalent from a recognized institution;
- ii. Government Trade/Grade Tests III in Panel Beating from a recognized institution;and
- iii. Proficiency in computer applications.

Duties and Responsibilities

This will be the entry and training grade for this cadre. An officer at this level will work under the supervision and guidance of a Senior Officer. Duties will entail:

- (i) inspecting vehicles, plant and equipment to assess the extent of damage to body panels, frames and structural components;
- (ii) preparing damage repair estimates for vehicles, plant and equipment;
- (iii) dismantling, straightening, reshaping, repairing and assembling of body panels using the prevailing standards and guidelines;
- (iv) restoring vehicle frame to factory specifications and ensure structural integrity and safety;
- (v) filling and smoothening imperfections with body filler to achieve a

- level surface;
- (vi) adhering to safety protocols in the provision of forging works;
- (vii) keeping records and inventory pertaining to panel beating works and equipment; and
- (viii) Complying with environmental regulations.

VACANCY NO. 17/2025-ARTISAN UPHOLSTER III,FOUR (4) POSTS,CSG 15

Terms of Service: Permanent and Pensionable

Salary Scale: Ksh.19, 340 – Ksh. 24, 470 P.M

Basic Salary:	Ksh. 19,340 per month
House Allowance –	Depending on duty station
Leave Allowance –	as existing in the Civil/Service
Commuter Allowance –	Ksh. 3,000 per Month
Medical Cover –	as provided by the Government
Annual Leave -	30 working days per financial year

Requirement for Appointment:

For appointment to this grade, the candidate must have:-

- (i) Kenya Certificate of Secondary Education (KCSE) mean grade D Plain or its equivalent from a recognized institution;
- (ii) Government Trade/Grade Tests III in upholstery from a recognized institution; and
- (iii) Proficiency in computer applications.

Duties and Responsibilities

This will be the entry and training grade for this cadre. An officer at this level will work under the supervision and guidance of a Senior Officer. Duties will entail:

- (i) taking part in selecting of suitable fabrics, vinyl, leather or other materials for upholstery works;
- (ii) taking part in maintaining upholstery equipment and machines;
- (iii) taking part in repairing upholstery panel and cushion covers;
- (iv) adhering to safety protocols in the provision of upholstery works;
- (v) keeping cleanliness in working area and proper disposal of workshop waste; and
- (vi) collecting data on records, information and inventory pertaining to upholstery works.

VACANCY NO 18/2025- PLANT OPERATOR III, ELEVEN (11) POSTS, CSG 15

Terms of Service: Permanent and Pensionable

Salary Scale: Ksh.19, 340 – Ksh. 24, 470 P.M

Basic Salary:	Ksh. 19,340 per month
House Allowance –	Depending on duty station
Leave Allowance –	as existing in the Civil/Service
Commuter Allowance –	Ksh. 3,000 per Month
Medical Cover –	as provided by the Government
Annual Leave -	30 working days per financial year

Requirement for Appointment:

For appointment to this grade, the candidate must have:-

- (i) Kenya Certificate of Secondary Education mean grade D (Plain) or a equivalent qualification from a recognized institution;
- (ii) Passed the suitability test for grade III;
- (iii) Valid and current driving license;
- (iv) be able to operate at least two(2) plants of difficult rating ‘C’
- (v) attended a First Aid Certificate Course lasting not less than one(1) week from St John Ambulance or the Kenya Institute of Highways and Technology (KIHBT) or any other recognized institution; and
- (vi) At least two (2) years driving Experience

Duties and Responsibilities

This is the entry and training grade for this cadre and the officer will work under the supervision and guidance of a senior officer.

Duties and responsibilities for this level will entail;

- (i) operating machines of ; difficult ‘rating’ C,
- (ii) assisting machine attendants in indentifying possible breakdowns;
- (iii) liaising with mechanics for servicing;
- (iv) making daily and weekly oil checks; and
- (v) Maintaining the cleanliness of the plants.

VACANCY NO 19/2025- DRIVER II(LIGHT & HEAVY COMMERCIAL) – TWELVE (12) POSTS CSG 15

Terms of Service: Permanent and Pensionable

Salary Scale: Ksh.19, 340 – Ksh. 24, 470 P.M

Basic Salary:	Ksh. 19,340 per month
House Allowance –	Depending on duty station
Leave Allowance –	as existing in the Civil/Service
Commuter Allowance –	Ksh. 3,000 per Month
Medical Cover –	as provided by the Government

Annual Leave - 30 working days per financial year

Requirement for Appointment:

For appointment to this grade, the candidate must have:-

- i. Kenya Certificate of Secondary Education mean grade D (Plain) or a equivalent qualification from a recognized institution;
- ii. Have passed the suitability test for grade III;
- iii. Possess a valid Driving License free from current endorsements for class(es) of B C C₁ D₁D₂ & D₃;
- iv. Attended a First Aid Certificate Course lasting not less than one (1) week from St John Ambulance or the Kenya Institute of Highways and Technology(KIHBT) or any other recognized institution; and
- v. A valid certificate of Good conduct from the Kenya Police and
- vi. At least four (4) years driving Experience

Duties and Responsibilities

This is the entry and training grade for this cadre and the officer will work under the supervision and guidance of a senior officer.

Duties and responsibilities for this level will entail;

- i. Driving a Light and heavy commercial vehicle as authorized;
- ii. Carrying out routine checks on the vehicle;
- iii. Maintenance of work tickets for vehicles assigned;
- iv. Ensuring safety of the passengers and/or goods therein; and
- v. Maintaining cleanliness of vehicle

VACANCY NO 20/2025- SECURITY WARDEN,TWENTY THREE (23) POSTS, CSG 15

Terms of Service: Permanent and Pensionable

Salary Scale: Ksh.19, 340 – Ksh. 24, 470 P.M

Basic Salary:	Ksh. 19,340 per month
House Allowance –	Depending on duty station
Leave Allowance –	as existing in the Civil/Service
Commuter Allowance –	Ksh. 3,000 per Month
Medical Cover –	as provided by the Government
Annual Leave -	30 working days per financial year

Requirements and Appointment:

For appointment to this grade, an officer must have: -

- (i) Be in possession of a Kenya Certificate of Secondary Education mean grade D+ Plus or its equivalent qualification;

- (ii) A Certificate of good conduct from the Kenya Police;
- (iii) Be less than 36 years of age, physically and mentally fit;and
- (iv) Proficiency in computer applications.

Duties and Responsibilities

Before deployment, direct entrants will undergo three (3) months, initial training as Security Warden III and on successful completion of their training, duties and responsibilities will involve patrol and / or guard of access points; detention of unauthorized persons and vehicles entering premises and/or protected areas and taking appropriator action controlling crowds, collecting information and reporting on matters of security interest.