



KARATINA UNIVERSITY

JOB VACANCIES

Karatina University wishes to recruit qualified and interested applicants for the vacant positions listed below; specific specializations are indicated in the University website www.karu.ac.ke

INTERNAL JOB ADVERTISEMENT

S/No	Position	Grade	Positions	Reference Number
NON - ACADEMIC POSITIONS				
1.	Driver II/ Mechanic II	4	2	KarU/HR/AMD/2025
2.	Driver I	5	2	KarU/HR/DI/2025
3.	Senior Driver II	6	1	KarU/HR/SDII/2025
4.	Senior Driver I	7	1	KarU/HR/SDI/2025

All applicants are required to submit their applications online through the jobs portal link (<https://jobs.karu.ac.ke>) available on the University website (under the careers section). In addition, applicants **MUST** submit a continuously scanned copy of the application via email (jobs@karu.ac.ke) with the subject clearly stating the job title and the reference number (e.g. **Senior Driver II-KarU/HR/SDII/2025**).

For information relating to job specifications and general requirements, kindly visit the University website (<https://karu.ac.ke/careers/>)

Interested applicants should submit their applications so as to be received on or before **Monday 3rd March, 2025**.

Karatina University is an equal opportunity employer and therefore applicants of either gender, persons with disability and those from marginalized areas are encouraged to apply.

[Signature]
11/2/25

JOB RESPONSIBILITIES AND REQUIREMENT FOR VACANT POSITIONS

1. JOB TITLE: – DRIVER II/ MECHANIC II – GRADE 4: KarU/HR/AMD/2025

a. Job Description

Work at this level entails operation of vehicles, detection and reporting common faults, keeping the vehicles clean, carrying out minor repairs including oiling and greasing, maintenance of work ticket for vehicles as assigned, ensuring safety of the vehicle and any other duties as may be assigned by a senior officer.

b. Job Specification/Requirements for Appointment

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

- i) Kenya Certificate of Secondary Education (KCSE) mean grade of at least D+ (plus) or its equivalent
- ii) Valid driving license classes BCE free from any endorsement
- iii) P.S.V license for bus and mini/bus (for bus and minibuses drivers)
- iv) At least seven (7) years driving experience
- v) Certificate of Good conduct
- vi) Occupational trade Test III.
- vii) Basic certificate on first Aid
- viii) Computer literacy
- ix) Occupational/Motor Vehicle Mechanic Trade Test II will be an added advantage
- x) Accident free record or if any the records show that they were not in any way attributable to the driver's negligence

2. JOB TITLE: – DRIVER I – GRADE 5: KarU/HR/DI/2025

a. Job Description

Work at this level entails operation of vehicles, detection and reporting common faults, keeping the vehicles clean, carrying out vehicle repairs, maintenance of work ticket for vehicles as assigned, ensuring safety of the vehicle and any other duties as may be assigned by a senior officer.

b. Job specification/Requirements for appointment

To be appointed to this grade, a candidate must have: -

- i) Kenya Certificate of Secondary Education (KCSE) mean grade of at least D+ (plus) or its equivalent
- ii) Valid driving license at least class BCE free from any endorsement
- iii) P.S.V license for bus and mini/bus (for bus and minibuses drivers)
- iv) At least nine (9) years driving experience
- v) Certificate of Good conduct
- vi) Occupational/Motor Vehicle Mechanic Trade Test II
- vii) Defensive driving and professional tests qualifications

- ix) Basic certificate on first Aid and occupational health and safety

3. JOB TITLE: – SENIOR DRIVER II – GRADE 6: KarU/HR/SDII/2025

a. Job Description

Work at this level entails operation of vehicles, detection and reporting common faults, keeping the vehicles clean, carrying out vehicle repairs, maintenance of work ticket for vehicles as assigned, ensuring safety of the vehicle and any other duties as may be assigned by a senior officer.

b. Job specification/Requirements for appointment

To be appointed to this grade, a candidate must have: -

- i) Kenya Certificate of Secondary Education (KCSE) mean grade of at least D+ (plus)
- ii) Valid driving license at least class BCE free from any endorsement
- iii) P.S.V license for bus and mini/bus (for bus and minibuses drivers)
- iv) At least eleven (11) years driving experience
- v) Certificate of Good conduct
- vi) Computer literacy
- vii) Occupational/Motor Vehicle Mechanic Trade Test I
- viii) Basic certificate on first Aid and occupational health and safety
- ix) Public relations, defensive driving and professional tests qualifications
- x) Additional qualifications in a relevant field will be an added advantage.

4. JOB TITLE: – SENIOR DRIVER I – GRADE 7: KarU/HR/SDI/2025

a. Job Description

Work at this level entails operation of vehicles, detection and reporting common faults, keeping the vehicles clean, carrying out vehicle repairs, maintenance of work ticket for vehicles as assigned, ensuring safety of the vehicle and any other duties as may be assigned by a senior officer.

b. Job specification/Requirements for appointment

To be appointed to this grade, a candidate must have: -

- i) Kenya Certificate of Secondary Education (KCSE) mean grade of at least D+ (Plus) or its equivalent
- ii) Valid driving license at least class BCE free from any endorsement
- iii) P.S.V license for bus and mini/bus (for bus and minibuses drivers)
- iv) At least fifteen (15) years work experience in heavy Commercial transport
- v) Certificate of Good conduct
- vi) Computer literate
- vii) Occupational Trade Test I
- viii) Basic certificate on first Aid and occupational health and safety

- x) Additional qualifications in a relevant field will be an added advantage.

TERMS AND CONDITIONS OF SERVICE

The successful candidates will be offered a competitive remuneration package in accordance with the existing Terms and Conditions of Service.

MODE OF APPLICATION

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For information relating to job specifications and general requirements, kindly visit the University website (<https://karu.ac.ke/careers/>)

Interested applicants should submit their applications so as to be received on or before **Monday 3rd March, 2025**. The application should contain a detailed curriculum vitae indicating academic qualifications, professional experience, email address and telephone contacts, copies of academic certificates and other relevant documents.

**The Vice Chancellor
Karatina University
P.O. Box 1957- 10101
KARATINA**

Notes:

- (i) *Karatina University is an equal opportunity employer and therefore applicants of either gender, persons with disability and those from marginalized areas are encouraged to apply.*
- (ii) *Canvassing will lead to automatic disqualification.*
- (iii) *Only shortlisted candidates will be contacted.*
- (iv) *Successful candidate will be required to fulfil the requirements of Chapter Six of the Constitution of Kenya*