



COMMISSION ON REVENUE ALLOCATION
Promoting an Equitable Society

VACANCY ANNOUNCEMENT

The Commission on Revenue Allocation (CRA) is an independent Commission set up under Article 215 of the Constitution of Kenya. It's core mandate is to recommend the basis for equitable sharing of revenues raised nationally between the National and County Governments; sharing of revenue among the County Governments and make recommendations on other matters concerning the financing of, and financial management by county governments.

The Commission seeks to recruit experienced, qualified and competent persons to fill the following positions:

DRIVER – FIVE POSITIONS: SCALE 7A (contract)

This position is responsible for providing transportation services to the executive officers comprising of Commissioners and staff, timely and consistent maintenance of assigned vehicles, maintenance of assigned work ticket and ensuring the security of the vehicle on and off the road.

MAIN DUTIES AND RESPONSIBILITIES

1. Ensure the security of the assigned official vehicle on and off the road.
2. Drive motor vehicles as authorized.
3. Carry out routine checks on the vehicles, detect & report any malfunctions.
4. Maintain their assigned work tickets and keep accurate records of their daily activities.
5. Maintain the cleanliness of assigned vehicles.
6. Analyze delivery addresses and decide on the appropriate routes to take to maintain schedule.
7. Adhere to company operating policies and procedures in the use and maintenance of the vehicle.

QUALIFICATIONS

1. Possession of KCSE D minus or its equivalent
2. Valid Driving License
3. Possession of First Aid /Ambulance course will be added advantage

EXPERIENCE, KNOWLEDGE, AND SKILL REQUIREMENTS

1. Accident free driving experience in the last three years.
2. Be a person of integrity and effective interpersonal skills.

HOW TO APPLY:

Interested Candidates who meet the requirements are required to submit their application together with current Curriculum Vitae that contains details of qualifications, experience and positions held relevant to this role; copies of certificates and testimonials; current remuneration, telephone and email contacts and names and contacts of three professional referees.

Only shortlisted applicants shall be contacted to provide clearance from the following institution:

1. Directorate of Criminal Investigation.

You may visit our website www.cra.go.ke for complete details of the application.

Application should be addressed to The Commission Secretary & CEO, CRA and be sent by post or hand delivered to the Commission offices at 14 Riverside Drive by **28th April 2023** at 5.00 pm. as follows:

**APPLICATION FOR THE POSITION OF ____ (insert appropriate position)
TO THE COMMISSION SECRETARY & CEO
COMMISSION ON REVENUE ALLOCATION
14 Riverside Drive
Grosvenor Block
P.O. BOX 1310 - 00200
NAIROBI.**

Only shortlisted candidates will be contacted. If you do not hear from us in the next three months from the date of this advertisement, then consider your application unsuccessful.

The CRA is an equal opportunity, gender sensitive and compliant employer