



## EMPLOYMENT OPPORTUNITIES AT PWANI UNIVERSITY

Pwani University a Premier University at the Coast situated in the beautiful scenic tourist resort town of Kilifi is an equal opportunity employer. The University's Mission is to generate, disseminate and apply knowledge while sustaining excellence in teaching, learning and research by molding students to international standards and encouraging and supporting members of staff to undertake research. The University invites applications from suitable qualified candidates to fill the position of **Senior Transport Officer Grade 10**.

**SENIOR TRANSPORT OFFICER    GRADE 10    1 POSITION:    REF: PU/ADV/02/09/2025**

### **REQUIREMENTS FOR THE POSITION OF SENIOR TRANSPORT OFFICER GRADE 10**

#### **Academic Qualification**

Must have a Bachelors degree in Fleet Management and/or Logistics; or Motor vehicle Maintenance &/or management or such related course from a recognised institution.

#### **Experience**

The candidate must have **minimum of nine (9) years** of continuous service of related work experience, **three (3)** of which were at the level of **Transport Officer I** or equivalent in a busy organisation with proven integrity, independence, innovativeness and compliance to deadlines

In addition, the candidate must have experience in handling the following:

- Advise on utilisation, maintenance, repair, replacement and disposal of fleet vehicles.
- Carry out scheduled checks to ensure fleet is in good condition
- Designing an occupational safety mechanism for the fleet
- Fleet scheduling for operations and management
- Monitoring the performance indicators for the staff
- Optimising the utilisation of the fleet
- Setting up the schedule for maintenance
- Setting up the SOPs for the operations of the fleet

#### **Skills**

The candidate must have the following:

- Communication skills
- Computer Proficiency
- Driving skills
- Organisational skills
- Supervisory skills
- Teamwork skills

Interested applicants should submit **four (4) copies** of their application accompanied by a detailed Curriculum Vitae, providing details of age, marital status, academic and professional qualifications, work experience, present post and salary, email address, telephone, names, and contacts of three referees who are knowledgeable about the competence of the applicant, copies of relevant certificates and testimonials.

**Applications and recommendations letters from referees should be addressed to:**

**The Vice Chancellor  
Pwani University  
P. O Box 195-80108, Kilifi**

**Pwani University is an equal opportunity employer, female candidates and persons living with disability are encouraged to apply. The latter should attach their National Council for Persons with Disability (NCPWD) Certificate.**

The deadline for submitting applications is **Thursday 25<sup>th</sup> September, 2025**. Applications received later than this date **will not be** considered.

**Please Note:** Only shortlisted candidates will be contacted. Canvassing will lead to automatic disqualification.

**NO FEE**

**PWANI UNIVERSITY DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT  
PROCESS (APPLICATION, INTERVIEW MEETING, OR APPOINTMENT)**