Pwani UNIVERSITY

PWANI UNIVERSITY HUMAN RESOURCE 29 APR 2026 OFFICE P.O. Box 195-80108, KILIFI

## 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 **Driver II Grade 3**.

**DRIVER II** **GRADE: 3** **3 POSITIONS** **REF: PU/ADV/03/04/2026**

**REQUIREMENTS FOR THE POSITION OF DRIVERS II GRADE 3**

This is an entry position to the Drivers' position in the University and appointment shall be on such terms and conditions as may be determined by the Council from time to time depending on age, citizenship or any other reason as may be stipulated in the Kenya Labour Laws.

**Academic Qualifications**

The candidate must have a minimum mean Grade of D (plain) at KCSE or equivalent.

**Experience**

The candidate must have **at least three (3) years** of accident free experience as a driver with a valid driver's license; with proven integrity, honesty, independence, innovativeness and compliance to deadlines.

**Professional Qualifications**

The candidate must provide evidence in the following:

- Certificate in First Aid from a recognised institution
- Certificate of Good Conduct
- Certificate of refresher course for drivers from a recognised institution
- Clean valid driving license Class (A, B, C1, C, D1, D2, D3, G)
- Occupational Trade Test III for drivers
- PSV license endorsement by NTSA

**Duties and Responsibilities:**

The successful candidate will be involved in carrying out the following duties.

- Drive vehicles safely, legally and efficiently as required.
- Operate University Buses
- Detect and report malfunctioning of vehicles systems
- Comply with all driving hours and Road Transport legislation
- Proper use and maintenance of keys, pagers, and radios
- Operate vehicles and equipment safely and responsibly, as assigned
- General maintenance and cleaning of vehicles
- Carrying out routine checkups on vehicles assigned (cooling and oils systems, electrical system, brakes etc)
- Maintaining work tickets for vehicles assigned
- Ensuring that the servicing and repairs are done on time
- Ensure security and safety for the vehicles on and off the road
- Ensure safety of the passengers and or goods therein
- To comply with all Health & Safety requirements
- Perform any other duties that may be assigned by the immediate supervisor

**Skills:**

The candidate must have experience and provide evidence in the following:

- Basic mechanical skills
- Communication skills
- Computer proficiency
- Defensive driving skills
- First Aid skills
- Interpersonal skills
- Teamwork skills

**TERMS OF SERVICE**

Benefits for the above position include a competitive basic salary, house allowance, medical cover for staff and dependents, life Insurance, opportunities for further development and training and other regular allowances.

**Interested applicants should send four (4) copies) of their application for the above position. Applications and recommendations letters from referees should be addressed to,**

**The Vice Chancellor**

**Pwani University**

**P. O Box 195-80108, Kilifi**

PWANI UNIVERSITY
HUMAN RESOURCE
29 APR 2026
OFFICE
P.O. Box 195 - 80108, KILIFI

Applications should include an up to date CV, giving details of applicants 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.

**Candidates with foreign qualifications MUST submit a Certificate of Recognition from the Commission of University Education.**

**Pwani University is an equal opportunity employer committed to Diversity, Equity and Inclusion. The University encourages applications from qualified applicants of all genders, persons with disabilities, and members of marginalized groups.**

**Reasonable accommodation will be provided to applicants with disabilities during the recruitment process upon request. Applicants who wish to be considered under the category of persons with disabilities should attach a valid National Council for Persons with Disabilities (NCPWD) registration certificate.**

The deadline for submitting application is **Wednesday 13th May, 2026** Applications received later than this date will **not be** considered.

**Please Note that**: 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).**

PWANI UNIVERSITY
HUMAN RESOURCE
29 APR 2026
OFFICE
P.O. Box 195 - 80108, KILIFI