



LAW SOCIETY OF KENYA

ADVERTISEMENT: DRIVER POSITION

The Law Society of Kenya is a Premier Bar Association with membership of all Advocates in Kenya. The Society seeks to recruit the vacant position of a driver to enhance its service delivery to members.

The roles of the Driver Position will include the following: –

- Driving the Society's vehicles to destinations as authorized by the Management.
- Ensuring that vehicle tools (fire extinguisher, first aid kit, jack,) and spare tire are in operational condition in the vehicle.
- Perform minor preventive maintenance and safety checks daily and inform supervisor in case of discrepancies.
- Ensuring that the vehicle displays the following mandatory stickers: – Road license, T.L.B, P.S.V., Insurance, Inspection etc.
- Reporting any defect or suspected defect and have it repaired after authorization by management.
- Maintaining a work ticket book that should be signed and updated in all the relevant columns.
- Ensuring the vehicle is securely parked in the authorized parking area during and after working hours.
- Perform any other duties that may be assigned by Management from time to time.

Qualifications and Competencies:

- At least a mean grade D+ (plus) in the Kenya Certificate of Secondary Education or its equivalent from a recognized institution.
- Valid Kenyan driving license Class 'BCE' with PSV endorsement.
- A valid Certificate of Good Conduct from the Kenya police.
- **At least five (5) years of car driving experience.**
- First aid training will be an added advantage.
- Effective communicator – both verbally and in writing.
- Strong interpersonal skills.
- Attentive to detail.

Only Shortlisted candidates will be contacted and will be required to present original certificates and testimonials during the interview.

To apply for the positions, kindly fill the form [here](#) and send your detailed C.V with three (3) referees and application to recruitment@lsk.or.ke to reach the office on or before **Monday, 25 March, 2024**. All applications must be clearly addressed to:

The Secretary/CEO
Law Society of Kenya
Lavington, Opp. Valley Arcade, Gitanga Road
P.O. Box 72219 - 00200
NAIROBI