



COMMUNICATIONS
AUTHORITY OF KENYA

OPPORTUNITY FOR DRIVER III (JOB GROUP CA11)

The Communications Authority of Kenya (CA) is the regulatory agency for the ICT industry in Kenya with responsibilities in telecommunications, cyber security, e-commerce, broadcasting, multimedia, and postal /courier services. The CA is also responsible for managing the country's numbering and frequency spectrum resources, managing and administering the Universal Service Fund (USF), and safeguarding the interests of users of ICT services.

The Authority is seeking to recruit Seven (7) Drivers on (CA11) on a **fixed term contract of Two (2) Years, (one year renewable once)** subject to satisfactory performance. The positions are intended to support the implementation of ongoing projects across various parts of the country.

No.	Position	Number of Positions		Salary Grade
1	Driver III	7	Regional Offices & Headquarters	CA11

(a) Job Specification

This role require a competent driver who will be responsible for provision of safe and timely transportation of authorized passengers as well as good maintenance of the Authority's vehicle. The officer at this level will work under the guidance and supervision of the Fleet Manager.

The Duties and responsibilities at this level will entail:-

- Driving the Authority vehicles as authorized and in accordance with traffic laws and road safety regulations.
- Conducting daily routine vehicle checks and ensuring vehicles are roadworthy before and after every journey.
- Detecting, reporting and following up on mechanical defects, accidents, incidents and maintenance requirements.
- Maintaining accurate vehicle records.
- Ensuring proper custody, security and safety of assigned vehicles, passengers, goods, tools, fuel cards, and accessories.
- Monitoring vehicle service schedules and coordinating timely servicing, repairs, insurance inspections, and statutory compliance requirements.
- Maintaining high standards of cleanliness and presentation of assigned vehicles at all times.
- Ensuring prudent use of fuel, vehicle parts, tyres and other transport resources.
- Reporting accidents, incidents, traffic offences and vehicle breakdowns immediately to the Fleet office and relevant authorities.
- Observing confidentiality, professionalism and customer service standards when dealing with staff, Board members, visitors and other stakeholders.
- Ensuring compliance with the Authority's Transport Management Policy, occupational safety requirements and other applicable policies and procedures.

(b) Person Specifications

For appointment to this grade, a candidate must have:

- Kenya Certificate of Secondary Education mean grade of D (Plain) or its equivalent qualification from a recognized institution.
- At least two (2) years driving experience.
- A valid category D2 driving license free from any current endorsements and with a clean driving record for the last two (2) years.
- Passed the Suitability Test for Drivers Grade III from the Ministry of Roads and Public Works or its equivalent.
- A First-Aid Certificate Course lasting not less than one (1) week from St. John Ambulance, Kenya Institute of Highway and Building Technology (KIHBT), or any other recognized institution.
- Proficiency in computer applications.
- Experience in long-distance driving and operating vehicles in diverse terrains and Possession of a valid defensive driving certificate from a recognized institution will be an added advantage.

Applications **MUST** be accompanied by a signed Cover Letter, detailed curriculum vitae (CV) with contacts for three (3) referees, a Copy of the National Identity Card, and copies of relevant academic and professional certificates.

Successful candidates will be required to submit the following documents: -

- Valid Tax Compliance Certificate from the Kenya Revenue Authority (KRA).
- Valid Certificate of Clearance from the Higher Education Loans Board (HELB).
- Valid Certificate of Good Conduct from the Directorate of Criminal Investigations (DCI).
- Dully filled and stamped Self-Declaration/Clearance from the Ethics and Anti-Corruption Commission (EACC). The Self-Declaration form should indicate the position being applied for.
- Valid Clearance Certificate from an approved Credit Reference Bureau (CRB).

Application Process

Interested and qualified candidates are invited to submit their applications through the following link: <https://forms.gle/4qQTHwmqsn7rLT219>. Applications should include a detailed curriculum vitae (CV), a cover letter, and contact details for three professional referees.

The deadline for submission is **5th October 2026 at 5:00 PM East Africa Time (EAT)**.

Please note that **only shortlisted candidates will be contacted for interviews**.

Director General
Communications Authority of Kenya
P O Box 14448 - 00800
NAIROBI

The Authority is an equal opportunity employer and all qualified Kenyans including persons living with disabilities are encouraged to apply.

Canvassing in any form or failure to attach any of the stipulated documents shall lead to automatic disqualification.

Head Office CA Centre P.O. Box 14448 Nairobi 00800 Mobile: 0703042000 Email: info@ca.go.ke	CA Western Regional Offices 15th Floor, Daima Towers, Northern Wing, Eldoret P.O Box: 2346, Eldoret 30100 Mobile: 0703 042105 Email: wro@ca.go.ke	Coast Regional Office 3 rd Floor, NSSF Building P.O.Box 8041 Mombasa 80100 Mobile: 0703042152 Email: cro@ca.go.ke	Central Regional Office Ground Floor, Advocates Plaza P.O Box 134 Nyeri 10100 Mobile : 0703042181 Email : cero@ca.go.ke	Nyanza Regional Office 2 nd Floor Lake Basin Mall, P.O Box 2016 Kisumu 40100 Mobile: 0703042130 Email nro@ca.go.ke
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