



## KENYA METHODIST UNIVERSITY

### VACANCIES

Kenya Methodist University (KeMU) is a chartered private Christian University whose vision is to be a world class University raising a generation of professionals and transformational leaders. The seat of the University is situated in Meru with campuses in Nairobi and Mombasa. We wish to invite qualified applicants for the following administrative positions:

S.N.	Ref.	Department	Designation
1	KeMU/HR/OP/1/3/2023	operations	Mechanic /Driver
2	KeMU/HR/CAA/1/3/2023	Operations	Driver

#### 1. Mechanic/Driver KeMU/HR/OP/4/5/2022-GRADE 9, 1 post (Main Campus)

Reporting to the Assistant Registrar Administration Planning and development, the mechanic/driver will carry out the functions below;

##### Job Description

- Prepare vehicles/equipment for use by inspecting and testing them, completing preventive maintenance such as engine tune-ups, oil changes, tire rotation and changes, wheel balancing, and replacing filters among others.
- Maintain vehicles in functional conditions by repairing and servicing them in timely manner.
- Preparing daily and monthly motor vehicle defects and repair reports.
- Informing supervisors of each vehicle requirements in terms of service or maintenance in advance.
- Operating job cards for diagnosis of vehicle repair status and recording for reference.
- Recording service and repairs while ensuring they are signed before handing over the documents to supervisor.
- Identifying spare parts required, raising requisitions, ordering for spares and undertaking minor repair of vehicles as and when necessary.
- Ensuring proper care in the use and maintenance of equipment and supplies.

- ix. Carrying out routine checks on the vehicles cooling and oil systems, electrical system, tire pressure, brakes etc and taking corrective measures.
- x. Detecting and reporting malfunctioning of vehicle systems, addressing those that can be handled inhouse and reporting others to be addressed elsewhere in time.
- xi. Maintaining work tickets for vehicles assigned to them.
- xii. Maintaining cleanliness of vehicles under his/her care at all times.
- xiii. Driving the vehicle as authorized.
- xiv. Ensuring security and safety for the vehicle on and off the road.
- xv. Ensuring safety of passengers and/or goods therein in his vehicle.
- xvi. Any other duty as assigned by the supervisor.

### **Minimum Requirements**

- i. Must have a Certificate in Automotive Engineering/Motor Vehicle Mechanics grade test 1 or related course from a recognized institution with at least three (3) years' experience in a comparable position in a reputable organization
- ii. A valid PSV and a driving license Class B, C, E free from any endorsement and valid for all ranges and types of vehicles which the candidate is required to drive.
- iii. Have a certificate of good conduct from the Kenya Police Department.
- iv. Computer literacy

## **2. DRIVER 1 GRADE MU 7 (2) Posts (Nairobi & Main Campus)**

### **Responsibilities**

- I. Responsible for driving University bus and other vehicles.
- II. Maintain vehicle cleanliness at all times.
- III. Make reports of any vehicle defects to Transport Officer.
- IV. Maintain work tickets for vehicles assigned and hand over reports whenever there is change.
- V. Driving vehicles as authorized.
- VI. Ensuring security and safety of the vehicles on and off the road.
- VII. Ensuring safety of passengers and/or goods therein in his vehicle.
- VIII. Any other duties that may be assigned by immediate supervisor which may include driving of other vehicles.

### **Minimum Requirements:**

- I. Be a holder of KCSE – D (Plain) or above.
- II. Driving License class D1/D2/D3 for new generation or class A/B/C/E for old Generation.
- III. Exemplary work performance.
- IV. Training in Craft certificate or basic Mechanics or knowledge in vehicle wiring will be an added advantage.
- V. At least 3 years continuous driving experience as a bus driver.
- VI. Certificate of Good Conduct from the Directorate of Criminal Investigation.

## How to apply:

Interested candidates should send three (3) copies of their application, accompanied by detailed Curriculum Vitae (CV), copies of academic and professional certificates, National ID card or passport, and any other relevant testimonials.

1. An electronic copy in PDF format to the Vice Chancellor through email address [applications@kemu.ac.ke](mailto:applications@kemu.ac.ke)
2. Three hard copies marked as per the position should be sent to:  
The Vice Chancellor  
Kenya Methodist University  
P. O. Box 267 – 60200  
MERU, KENYA

To be received on or before **20<sup>th</sup> March 2023 at noon**. Only shortlisted candidates will be contacted.

### **Successful candidates will be required to bring the following:**

- i. Tax Compliance Certificate from Kenya Revenue Authority.
- ii. Ethics and Anti-Corruption Commission.
- iii. Letters of recommendation (in sealed envelopes) from at least three persons familiar with the applicant's professional experience and general character one of whom must be the pastor of their local church.

All the positions above require individuals who are of high ethical standards, integrity, and professionalism.

**KeMU is an Equal Opportunity Employer.**