

OPEN CAREER OPPORTUNITIES

Section 703 of the Insolvency Act, 2015 establishes the Official Receiver as a corporation sole with perpetual succession and a common seal. The Act further empowers the Official Receiver to ***"do and be subjected to all other things that a body corporate may, by law, do and be subjected to and that are necessary for or incidental to the performance of the Official Receiver's functions"***.

Pursuant to this mandate, the Official Receiver seeks to recruit highly motivated, customer centric, result-oriented, self-driven individual of high integrity to fill the following vacant position:

DRIVER 11, JOB GRADE BRS 9 ONE (1) POST - ADVERT NO. OR 01/11/2024

Salary Scale	: Ksh. 29,550 – Ksh. 55,800 p.m.
House Allowance	: Ksh. 4,500 p.m
Commuter Allowance	: Ksh. 3, 000 p.m
Terms	: 3 months Contract

Reporting to the Official Receiver, driver 11 will be responsible for driving services and safe and timely movement of staff, authorized goods and oversee maintenance of assigned vehicles to support realization of the Authority's mandate in compliance with the Traffic Act.

Requirements for Appointment

A person shall qualify for appointment if that person:

1. Has a Kenya Certificate of Secondary Education mean grade D+ plain or its equivalent qualification from a recognized Institution.
2. Has a Valid driving license free from any current endorsements and valid for any of the classes of vehicles which the officer is required to drive;
3. Has Passed the Suitability Test for Drivers Grade II;
4. Has a Defensive driving certificate from Automobile association (AA) of Kenya or its equivalent qualification from a recognized Institution;
5. Has a First-Aid Certificate Course lasting not less than one (1) week from a recognized institution;

Interested and qualified persons are requested to make their applications by completing **ONE** BRS Form online. The application form for the position should be downloaded from www.brs.go.ke.

Please note:

- ❖ **Shortlisted candidates shall be required to produce originals of their National Identity Card, academic and professional certificates and transcripts during interviews.**
- ❖ **All applicants will be required to produce the original letter of appointment to their current substantive post or position during the interview.**
- ❖ **Canvassing in any form will lead to automatic disqualification**

Successful candidates will be required to fulfil the requirements of Chapter six (6) of the Constitution of Kenya specifically clearance from the following institutions;

1. Kenya Revenue Authority
2. Higher Education Loans Board
3. Ethics and Anti-Corruption Commission
4. National Police Service (Certificate of good Conduct)
5. Credit Reference Bureau.

The completed application form should be scanned (PDF) and emailed to recruitment@brs.go.ke to be received on or before 28th November, 2024 by 5:00 pm.

Youth, Women and Persons with Disability are encouraged to apply. Please note that only shortlisted candidates will be contacted.