



UNIVERSITY OF NAIROBI

EXTERNAL JOB VACANCIES (PROJECT POSITIONS)

Applications are invited for the following position:

PROJECT DRIVER - NDOVU STUDY, ADVERT REF AD/4/220/26, 2 POSTS

The Position:

The position is domiciled in the Department of Clinical Medicine and Therapeutics in the Faculty of Health Sciences, under the Ndovu Study.

Location:

This is a full time position based at the University of Nairobi, Department of Clinical Medicine and Therapeutics, Faculty of Health and Social Sciences with the holder position reporting to the Project Administrator.

Duties and Responsibilities:

1. Facilitate daily vehicle movements for project staff, guests and deliveries in a safe and professional manner
2. Ensure the security of the vehicle and passengers at all times.
3. Ensure assigned vehicles are well maintained
4. Adhere and operate project vehicles in line with the project policies and traffic regulations.
5. Prepare and Maintain vehicle logs for fuel, mileage and service records
6. Ensure all vehicle related invoices are accurate, correspond with supporting documents and are submitted in a timely manner for payment processing.
7. Report mechanical issues and other vehicle related matters promptly for action
8. Any other duties assigned by supervisor

Job Specification:

1. At Least KCSE certificate or an equivalent qualification
2. Must have a valid driving license, class BCE
3. Must have a valid certificate of good conduct
4. Have at least five (5) years' experience supporting donor projects
5. Certificate in Basic Mechanics
6. Certificate in Defensive Driving
7. PSV Certificate will be an added advantage

Tenure and Terms of Appointment

The tenure of this job is one (1) year, appointment on contract which includes a three (3) month probation period. Renewal is based on performance, mutual agreement and availability of funds.

Notes

1. Applicants should email their application letters, certified copies of certificates and curriculum vitae (CV) giving details of their qualifications, experience and three (3) referees indicating their telephone contacts and e-mail contacts;
2. Applications and related documents should be forwarded addressed to the Director, Human Resource, University of Nairobi;
3. Applicants should state their current designations, salaries and other benefits attached to those designations;
4. The application letter must bear the reference code indicated in the advertisement;
5. Late applications will not be considered and
6. Applications should be emailed as one file in PDF: recruit-pdndovu@uonbi.ac.ke

CLOSING DATE: THURSDAY APRIL 23, 2026

**THE UNIVERSITY OF NAIROBI IS AN EQUAL OPPORTUNITY EMPLOYER.
ONLY SHORTLISTED APPLICANTS WILL BE CONTACTED**