



KENYA FILM CLASSIFICATION BOARD VACANCY ADVERTISEMENT-DRIVER

The Kenya Film Classification Board (KFCB) is a state corporation established under the *Films and Stage Plays Act Cap 222* to regulate the creation, broadcast, possession, distribution and exhibition of film and broadcast content to ensure conformity to national aspirations and cultural values.

In order to enhance its capacity to deliver on the afore-cited statutory mandate, the Board invites applications from qualified candidates to provide services of a **Driver** on a **Six(6) Months** short term contract, at the **Board's Embu Regional Office, EMBU**.

Terms of Employment: Six (6) months Short Term Contract (Renewable Once Subject to Performance)

Job Description:

Specific duties and responsibilities for post: -

- i. Driving vehicles as authorized;
- ii. Keeping up to date work tickets for vehicles assigned to;
- iii. Cleaning of the assigned motor vehicle;
- iv. Maintaining a proper mechanical working condition of the vehicle;
- v. Collect and deliver official mails, parcels and documents;
- vi. Ensuring security and safety of passengers and vehicle on and off the road including baggage;
- vii. Adhering to or observing of traffic laws;
- viii. Following up the vehicle's maintenance and insurance renewal schedules and reporting to the Administration Officer any mechanical/ accident problems accordingly;
- ix. Carrying out routine checks on the vehicles cooling and oil systems, electrical systems, tyre pressure and brakes;
- x. Detecting and repairing minor malfunctioning and ensuring adequate level of fuel;
- xi. Reporting any incidents/ accidents to police and/or the Board immediately they occur;
- xii. Detect common mechanical faults; and
- xiii. Maintaining validity of their driving license at all times.

Job Specifications:

For appointment, the applicant must have:

- i. Two (2) years driving experience;
- ii. Have KCSE mean grade D(plain) or equivalent qualification
- iii. Have Valid driving license free from any current endorsements and valid for any of the classes of vehicles which the officer is required to drive;

- iv. Have Passed the Suitability Test for Drivers Grade III from the Ministry of Roads and Public Works;
- v. Have First-Aid Certificate Course lasting not less than one (1) week from St. John Ambulance or Kenya Institute of Highway and Building Technology (KIHBT) or any other recognized institution;
- vi. Have Valid Certificate of Good Conduct from the Kenya police;
- vii. Have general computer knowledge;
- viii. Be an Embu County resident

Interested candidates who meet the above requirements are advised to submit their applications in **HARD COPY**, including certificates of relevant training, testimonials and National Identity Card should be delivered to address below so as to reach the Board by close of business on or before **25TH SEPTEMBER 2026**

**Ag. Chief Executive Officer
Kenya Film Classification Board
County Commissioners Office
EMBU.**

Note:

- i. Embu County residents are encouraged to apply;
- ii. Applicants should provide all the details requested for in the advertisement;
- iii. Only shortlisted candidates will be contacted; and
- iv. Shortlisted candidates shall be required to produce originals of their National Identity Card, academic and professional certificates during the interviews