

## **EXTERNAL ADVERTISEMENT**

The Wildlife Research and Training Institute (WRTI) is a Research State Corporation established under Section 50 of the Wildlife Conservation and Management Act, 2013 with the mandate to coordinate and undertake wildlife research and training in Kenya. The Institute seeks to externally recruit dynamic, innovative and experienced individuals to fill the following vacant positions at its Headquarters in Naivasha and Field Research Stations:

**DRIVERS: WRTI JOB GRADE 9- SEVEN (7) POSTS– ADVERT REF: NO. WRTI/10/2024.**

### **a) Job Purpose**

Reporting to Manager Administration, the position is responsible for safe driving of the Institute's vehicles and basic routine maintenance.

### **b) Duties and Responsibilities**

The duties and responsibilities will include:

- i. Driving and maintaining cleanliness of the assigned vehicle;
- ii. Keeping up to date work tickets for vehicles;
- iii. Submitting regular reports on motor vehicle assigned;
- iv. Reporting any mechanical/accident problems; and
- v. Ensuring proper mechanical working condition of the vehicle.
- vi. Report periodic servicing schedule of Institute's vehicles as per next due date.
- vii. Report immediately in case of any accident as per applicable procedures.

### **c) Qualifications and Experience**

For appointment to this grade, an applicant must have:

- i. Kenya Certificate of Secondary Education mean grade D or its equivalent from a recognized institution with at least 3 years relevant experience or, KCPE Certificate or its equivalent with at least 10 years' experience;
- ii. Occupational Trade Test II Certificate;
- iii. Valid driving license free from any current endorsements(s) for class A/D3
- iv. First Aid Certificate course lasting not less than one (1) week from St. Johns Ambulance or any other recognized Institution;
- v. An accident-free driving period of three (3) years;
- vi. National Police Clearance Certificate.

- vii. Experience in working in conservation or paramilitary area are of added advantage

Interested and qualified individuals should download the WRTI Application for Employment Form on the website, fill and forward the same enclosing copies of their academic and professional certificates, copy of ID card, detailed CV indicating work experience, current remuneration and employer, daytime telephone contact-both office and mobile, and names, addresses and emails of three (3) referees to the address below not later than 17th December 2024 at 4:30pm

**Director/CEO**

Wildlife Research and Training Institute

P.O Box 842-20117

**Naivasha, Kenya**

Email: recruitment@wrti.go.ke

Short-listed candidates will be required to obtain and be in possession of the following documents at the interview stage: -

- Police Clearance Certificate.
- Tax Compliance Certificate from Kenya Revenue Authority.
- Clearance from Higher Education Loans Board (Where applicable).
- Clearance from Kenya Credit Reference Bureau.

**NB:** The Institute shall submit names of all shortlisted candidates to EACC for integrity verification as per the new guidelines hence submission of self-declaration form is not a mandatory requirement at this stage.

WRTI is an equal opportunity employer and is committed to implementing affirmative action. In this regard, youth, women, people living with disabilities and those from marginalized groups with requisite qualifications are encouraged to apply. Applications without relevant qualifications, copies of documentation/details as sought for will not be considered. Any form of canvassing shall lead to automatic disqualification. Only short-listed candidates shall be contacted.