

KENYA FILM CLASSIFICATION BOARD



VACANCY ANNOUNCEMENT

The Kenya Film Classification Board is a State Corporation established under the Film and Stage Plays Act Cap 222 Laws of Kenya with a regulatory function to ensure that films screened to the public are in line with the national aspirations and culture.

The Board invites applications from suitable and qualified persons to fill the following positions:

1. DRIVER II, KFCB GRADE 12 - REF: KFCB/AD/1/2016 (1 POST)

Reporting to the transport Officer, duties and responsibilities at this level will entail:

- i. Driving a motor vehicle as authorized;
- ii. Carrying out routine checks on the vehicle's cooling, oil, electrical ,ents, brake systems, tyre pressure and fuel;
- iii. Detecting and reporting malfunctioning of vehicle systems to his/her
- iv. immediate Supervisor and Transport Officer;
- v. Maintaining work ticket(s) for vehicle (s) assigned;
- vi. Ensuring security and safety for the vehicle on and off the road;
- vii. Ensuring safety of the passengers and /or goods therein;
- viii. Ensuring that the vehicle has valid insurance;
- ix. Ensuring the vehicle is driven during the authorized time;
- x. Reporting promptly to the supervisor and the Police in case of an accident;

- xi. Driving within the recommended speed limits; and
- xii. Maintaining cleanliness of the vehicle.

For appointment to this grade, an applicant must have:

- i. Served in the grade of Driver III or its equivalent for a minimum period of three (3) years;
- ii. valid driving license free from any current endorsement(s) for class(es) of Vehicle they are required to drive;
- iii. Passed Occupational Trade Test III for Drivers from Kenya Institute of Highway and Building Technology (KIHBT);
- iv. valid First-Aid certificate course lasting not less than one (1) week at St. John Ambulance or Kenya Institute of Highway and Building Technology (KIHBT) or any other recognized Institution; and
- v. valid Certificate of Good conduct from the Kenya Police.

2. SUPPORT STAFF II KFCB GRADE 12 – REF: KFCB/AD/2/2016 (1 POST)

Reporting to the Support Staff Supervisor, duties and responsibilities at this level will entail:

- (i) Dispatching mail;
- (ii) Registering files and dispatching to action officers;
- (iii) Capturing data; and
- (iv) Photocopying and filing records.

For appointment to this grade, an applicant must have:

- (i) Kenya Certificate of Secondary Education (KCSE) Mean Grade D+ (plus) or its equivalent;
- (ii) Ability to communicate effectively in both English and Kiswahili; and
- (iii) Certificate in computer applications.

Interested candidates should submit their applications, enclosing day time telephone contacts, names and contacts of three referees and certified copies of both academic and professional certificates to reach the undersigned not later than 15th July, 2016

Chief Executive Officer
Kenya Film Classification Board
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Uchumi House
NAIROBI