



Consolidated Bank of Kenya Ltd is Kenya's SME bank of choice that provides flexible financial solutions that support our customers in achieving success. The Bank is well positioned, with presence in majority of the country's business hubs to continually offer pleasant and convenient services. We seek to recruit a high caliber, results oriented and self-driven individual to fill the position of **Chauffeur - (Executive Driver)**.

## **CHAUFFEUR - (EXECUTIVE DRIVER)**

### **Job Type**

Pensionable

### **Job Purpose**

Reporting to the Administration & Facilities Manager, the Chauffeur will be responsible for providing safe, punctual, efficient, reliable professional transportation services to the Chief Executive Officer while ensuring proper vehicle maintenance and adherence to traffic regulations and the Bank's policies

### **Key Responsibilities**

- Safely transport the Chief Executive Officer (and authorized passengers) to appointments, meetings and destinations with courtesy and professionalism.
- Plan and optimize travel routes, adapting to traffic, weather, security, or schedule changes.
- Conduct daily vehicle inspections (fuel, oil, tyres, brakes etc), clean vehicle interior/exterior, and coordinate servicing/repairs.
- Maintain accurate vehicle logs: mileage, fuel consumption, servicing records, work tickets for trips undertaken.
- Assist with errands or related tasks as required to support the Chief Executive Officer's schedule.
- Carry out periodic checks on the assigned vehicle (s) to determine maintenance needs and report accordingly and on time.
- Ensure security and safety of the assigned vehicle on and off the road.
- Ensure the safety of the passengers, other road users and the assigned vehicle.
- Inspect the assigned vehicle (s) and keep up-to-date insurance documents.
- Ensure the assigned vehicle(s) has the necessary tools (toolbox, spotlight, umbrella, fire extinguisher, and an equipped first aid kit).
- Ensure that the assigned vehicle (s) is taken for service when due.
- Adhere to the Traffic Act and the Bank's policies and procedures on fleet management.
- Ensure that the assigned vehicle is always fuelled in line with the policies and procedures on fleet management.

- Report any incident that involves injury, or damage to any passenger, pedestrian or third-party property immediately in line with established policies and procedures.
- Ensure cleanliness of the assigned vehicle (s) at all times when in use or otherwise and that the vehicle is in good condition before use.
- Provide support on messengerial work, archival services and administrative assistance to the Executive Office.

### **Qualifications and Competencies**

- Certificate in Public relations from a recognized Institution.
- Kenya Certificate of Secondary Education (KCSE) mean grade of at least C- (minus).
- Valid driving license at least class B free from any endorsement.
- Certificate in Suitability Test for Drivers/Occupation trade test/ Certificate in Defensive Driving.
- Should have attended a 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.
- Should have at least three (3) years' driving experience.
- A valid Clearance Certificate from the National Police Service.
- Proficiency in computer applications.
- Should be well versed with Kenyan routes, navigation tools (GPS/maps/mobile apps).
- Should be flexible in working hours - early mornings, late evenings or weekends will be required.
- Should have understanding of vehicle maintenance and basic mechanical skills.
- Should have good time management and punctuality skills
- Should possess strong communication skills and have a courteous demeanor.
- Should have ability to maintain confidentiality and demonstrate high integrity.
- Should be well-groomed, disciplined, and presentable at all times.

### **Method of Application**

Please note that applications with the position applied for clearly indicated on top of the envelope together with a detailed Curriculum vitae and copies of academic and professional certificates, should be **HAND DELIVERED** or sent through **COURIER/POST OFFICE** to the Bank's Head Office located at Consolidated Bank House, Koinange Street, 6<sup>th</sup> Floor on or before **Friday, 30<sup>th</sup> January 2026** at 5.00 pm and addressed to:

**The Head of Human Resources  
Consolidated Bank of Kenya Limited  
P.O. Box 51133 - 00200  
NAIROBI**

*Consolidated Bank of Kenya Limited is an equal opportunity employer.*