



**COMMUNICATIONS
AUTHORITY OF KENYA**

OPPORTUNITY FOR DRIVER III (JOB GROUP CA11)

The Communications Authority of Kenya (CA) is the regulatory agency for the ICT industry in Kenya with responsibilities in telecommunications, cyber security, e-commerce, broadcasting, multimedia, and postal/courier services. The CA is also responsible for managing the country's numbering and frequency spectrum resources, managing and administering the Universal Service Fund (USF), and safeguarding the interests of users of ICT services.

The Authority is seeking to recruit Seven (7) Drivers on (CA11) on a **fixed term contract of Two (2) Years, (one year renewable once)** subject to satisfactory performance. The positions are intended to support the implementation of ongoing projects across various parts of the country.

No.	Position	Number of Positions	Salary Grade
1	Driver III	7	Regional Offices & Headquarters

(a) Job Specification

This role requires a competent driver who will be responsible for provision of safe and timely transportation of authorized passengers as well as good maintenance of the Authority's vehicle. The officer at this level will work under the guidance and supervision of the Fleet Manager.

The Duties and responsibilities at this level will entail:-

- Driving the Authority vehicles as authorized and in accordance with traffic laws and road safety regulations;
- Conducting daily routine vehicle checks and ensuring vehicles are roadworthy before and after every journey;
- Detecting, reporting, and following up on mechanical defects, accidents, incidents and maintenance requirements;
- Maintaining accurate vehicle records;
- Ensuring proper custody, security and safety of assigned vehicles, passengers, goods, tools, fuel cards, and accessories;
- Monitoring vehicle service schedules and coordinating timely servicing, repairs, insurance inspections, and statutory compliance requirements;
- Maintaining high standards of cleanliness and presentation of assigned vehicles at all times;
- Ensuring prudent use of fuel, vehicle parts, tyres and other transport resources;
- Reporting accidents, incidents, traffic offences and vehicle breakdowns immediately to the Fleet office and relevant authorities;
- Observing confidentiality, professionalism and customer service standards when dealing with staff, Board members, visitors and other stakeholders;
- Ensuring compliance with the Authority's Transport Management Policy, occupational safety requirements and other applicable policies and procedures;

(b) Person Specifications

For appointment to this grade, a candidate must have:

- Kenya Certificate of Secondary Education mean grade of (Plain) or its equivalent qualification from a recognized institution;
- At least two (2) years' driving experience;
- A valid category D2 driving license free from any current endorsements and with a clean driving record for the last two (2) years;
- Passed the Suitability Test for Drivers' Grade III from the Ministry of Roads and Public Works or its equivalent;
- A First-Aid Certificate Course lasting not less than one (1) week from St. John Ambulance, Kenya Institute of Highway and Road Technology (KIHRT), or any other recognized institution;
- Proficiency in computer applications;
- Experience in long-distance driving and operating vehicles in diverse terrains and Possession of a valid defence driving certificate from a recognized institution will be an added advantage.

Applications **MUST** be accompanied by a signed Cover Letter, detailed curriculum vitae (CV) with contact details for three (3) referees, a Copy of the National Identity Card, and copies of relevant academic and professional certificates.

Successful candidates will be required to submit the following documents:-

- Valid Tax Compliance Certificate from the Kenya Revenue Authority (KRA).
- Valid Certificate of Clearance from the Higher Education Loans Board (HELB).
- Valid Certificate of Good Conduct from the Directorate of Criminal Investigations (DCI).
- Dully filled and stamped Self-Declaration/Clearance from the Ethics and Anti-Corruption Commission (EACC). The Self-Declaration form should indicate the position being applied for.
- Valid Clearance Certificate from an approved Credit Reference Bureau (CRB).

Application Process

Interested and qualified candidates are invited to submit their applications through the following link: <https://forms.gle/K9CYfm1YKxHXgrTT9>. Applications should include a detailed curriculum vitae (CV), a cover letter, and contact details for three professional referees.

The deadline for submission is **24th August 2026 at 5:00 pm East Africa Time (EAT)**.

Please note that **only shortlisted candidates will be contacted for interviews**.

**Director General
Communications Authority of Kenya
P O Box 14448 - 00800
NAIROBI**

The Authority is an equal opportunity employer and all qualified Kenyans including persons living with disabilities are encouraged to apply.

Canvassing in any form or failure to attach any of the stipulated documents shall lead to automatic disqualification.

Head Office CA Centre P.O. Box 14448 Nairobi 00800 Mobile: 0703042000 Email: info@ca.go.ke	CA Western Regional Offices 15th Floor, Daima Towers, Northern Wing, Eldoret P.O. Box: 2346, Eldoret 30100 Mobile: 0703 042105 Email: wro@ca.go.ke	Coast Regional Office 3rd Floor, NSSF Building P.O. Box 8041 Mombasa 80100 Mobile: 0703042152 Email: cro@ca.go.ke	Central Regional Office Ground Floor, Advocates Plaza P.O. Box 134 Nyeri 10100 Mobile: 0703042181 Email: cero@ca.go.ke	Nyanza Regional Office 2nd Floor Lake Basin Mall, P.O. Box 2016 Kisumu 40100 Mobile: 0703042130 Email: nro@ca.go.ke
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**Kenya National
Highways Authority**
Quality Highways, Better Connections



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REQUEST FOR EXPRESSIONS OF INTEREST (EOI) (Consulting Services – Firms Selection)

Country	Kenya
Project Name	Horn of Africa Gateway Development Project
Credit No.	6768-KE
Assignment Title	Consultancy Services for Feasibility Study and Transaction Advisory Services for the Nairobi – Mombasa Road under a Public Private Partnership Framework
Reference No.	KeNHA/3002/2026

- The Government of the Republic of Kenya has received financing from the World Bank towards the cost of the Horn of Africa Gateway Development Project and intends to apply part of the proceeds for Consulting Services.
- The Consulting Services ("the Services") include Consultancy Services for Feasibility Study and Transaction Advisory Services for the Nairobi – Mombasa Road under a Public Private Partnership Framework.
- The period of the Services is fifteen (15) months and shall include six (6) months for Phase 1 - Feasibility Studies and nine (9) months for Phase 2 - Transaction Advisory Services. The estimated number of person-months for key professional personnel for both Phase 1 and Phase 2 is 156 person-months comprising 88 person-months for Feasibility Study Phase and 68 person-months for the Transaction Advisory Services Phase.

The Detailed Terms of Reference (TOR) can be found at the following website: www.kenha.co.ke.

- The Kenya National Highways Authority, a State Corporation under the Ministry of Roads and Transport established under the Kenya Roads Act, 2007, now invites eligible consulting firms ("Consultants") to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services. The shortlisting criteria are:

I. Core Business and Years in Business

The firm(s) shall demonstrate that their core business and principal areas of practice are in: (i) Transportation and highway engineering; (ii) Transport infrastructure planning and advisory; (iii) Engineering feasibility studies; and (iv) Public-Private Partnership (PPP) transaction advisory services; or closely related fields, for a period of at least fifteen (15) years.

II. Relevant experience

The firm(s) shall demonstrate successful completion of at least three (3) assignments of similar nature, scope, and complexity, undertaken within the last ten (10) years in a comparable operating environment. The assignments **shall collectively demonstrate experience in the following areas:** (i) Transport infrastructure feasibility studies; (ii) Highway planning and engineering design; (iii) Traffic engineering, transport demand forecasting and Intelligent Transport Systems (ITS); (iii) Environment and Social safeguards studies for transport infrastructure projects; and (iv) PPP Advisory Services including project structuring, financial analysis, procurement support, and transaction management for the selection of private partners.

For each assignment undertaken, the Expression of Interest (EOI) shall provide the following information: (i) Client name and address; (ii) Description of the assignment and scope of services; (iii) Contract value; and (iv) Assignment duration (start and completion dates).

III. Technical and Managerial Capability of the Firm(s)

The firm(s) shall demonstrate as having the requisite technical capability, which shall entail a description of relevant personnel, equipment, software, etc., and managerial capacity to undertake the assignment.

Key Experts will **not** be evaluated at the shortlisting stage.

Due to the need for brevity, interested Consultants should only provide sufficient information that will enable the Client to determine the Consultant's capabilities in the field of the assignment. Legal documents such as certificates of incorporations, power of attorney, or translations of standard brochures should not be submitted at this stage. The maximum page limit for the EOI, including any annexes, shall therefore not exceed thirty (30) pages. This limit applies for single entities as well as firms in associations.

- The attention of interested Consultants is drawn to Section III, paragraphs, 3.14, 3.16, and 3.17 of the World Bank's "Procurement Regulations for IPF Borrowers" July 2016 revised in September 2025 (7th Edition) ("Procurement Regulations"), setting forth the World Bank's policy on conflict of interest.
- Consultants may associate with other firms to enhance their qualifications but should indicate clearly whether the association is in the form of a joint venture and/or a sub-consultancy. In the case of a joint venture, all the partners in the joint venture shall be jointly and severally liable for the entire contract, if selected.
- A Consultant will be selected in accordance with the Quality and Cost Based Selection (QCBS) method set out in the World Bank's Procurement Regulations.
- Further information can be obtained at the address provided herein during office hours, Mondays to Fridays from 0800 to 1700 hours (East Africa Time), excluding public holidays.
- The Expressions of Interest must be delivered in a written form to the address below in person, or by mail, or by email clearly marked **REQUEST FOR EXPRESSIONS OF INTEREST FOR CONSULTANCY SERVICES FOR FEASIBILITY STUDY AND TRANSACTION ADVISORY SERVICES FOR THE NAIROBI – MOMBASA ROAD UNDER A PUBLIC-PRIVATE PARTNERSHIP FRAMEWORK TENDER No.: KeNHA/3002/2026** by **27th August 2026 at 1100hrs (East Africa Time)**. Expressions of Interest delivered in person shall be deposited in the tender box at Barabara Plaza, Block C, 2nd Floor.

Attn: Deputy Director, Supply Chain Management
Kenya National Highways Authority
Barabara Plaza, Block C, 2nd Floor, Jomo Kenyatta International Airport (JKIA), off Airport South Road, along Mazao Road,
P.O. Box 49712-00100
NAIROBI, KENYA
Telephone +254700423606, +254204954200

Email Addresses for seeking information/clarifications:
ppp@kenha.co.ke; procurement@kenha.co.ke
Email Address for EOI submission: **tender3002@kenha.co.ke**

NOTE: Interested bidders are required to continually check the Kenya National Highways Authority website: www.kenha.co.ke for any additional information or clarifications that may arise before submission date.

**Deputy Director (Supply Chain Management)
FOR: DIRECTOR GENERAL**