

KENYA HIGH COMMISSION PRETORIA

VACANCY ANNOUNCEMENT NUMBER: 01-17

The Kenya High Commission in Pretoria is seeking eligible and qualified applicants for the position of Administrative Assistant in the Procurement/Administration Office. All applicants must have the required work and/or residency permits to be eligible for consideration.

Position: Administrative Assistant
(3 Years renewable contract)

Opening: February 24, 2017

Closing: March 24, 2017 (1.00PM)

Work Hours: Full-Time

Basic Salary: ZAR 12,055.50 per month

Basic Functions of the Position:

- Follow up on services, products, goods and quotations.
- Diplomatic Vehicle administration.
- Update mission's assets inventory.
- Provide support to Consular and ICT sections.
- Photography and photo archiving.
- Running mission's errands out of the Office.
- Logistical support when required at High Commissioner's residence.
- Perform all other duties and tasks as required by Head of Mission or Representative.

Qualifications Required:

1. **Education:**
 - Degree/Diploma qualification in Administrative Management or related field.
2. **Work Experience:**
 - One year of progressively responsible work experience in a corporate or professional environment.
3. **Skills and Abilities:**
 - Proficiency with MS Word and Excel.
 - Fluent Speaking/Reading/Writing of English.
 - Ability to adapt to flexible work schedules, including evenings and weekends.
 - Must have sound judgment, excellent interpersonal and communication skills.
4. **Job Knowledge:**
 - Familiarity with local procurement environment.
 - Conversant with social media platforms.
 - Outgoing and Ability to work under minimum supervision.
 - Attention to details and high level of confidentiality.

How to apply:

Applicants must submit the following documents to be considered.

1. Cover Letter
2. Curriculum Vitae
3. RSA ID copy (South Africa Nationals) OR Copy of Passport and RSA Residence permit /work permit (if not South Africa National)
4. Copy of Academic Certificates/ Diplomas
5. Certificate of good conduct from South Africa Police Service (SAPS)

Where to apply:

All interested candidates should send the above documents and include the Subject line: **Administrative Assistant, VA 01-17** using either of the following methods:

1. Manual application should be hand delivered to the Kenya High Commission, 302 Brooks Street, Menlo Park, Pretoria;
2. Online applications should be emailed to info@kenya.org.za;
3. Posted applications should be addressed to the Kenya High Commission, P.O. Box 35954, Menlo Park, Pretoria, 0102.

NOTE: Only shortlisted applicants will be contacted.

KENYA HIGH COMMISSION PRETORIA

VACANCY ANNOUNCEMENT NUMBER: 02-17

The Kenya High Commission in Pretoria is seeking eligible and qualified applicants for the position of Utility Car Driver at the Kenya High Commission, Pretoria. All applicants must have the required work and/or residency permits to be eligible for consideration.

Position: Utility Car Driver
(3 Years renewable contract)

Opening: February 24, 2017

Closing: March 24, 2017 (1. 00PM)

Work Hours: Full-Time

Basic Salary: ZAR 10342.00 per month.

Basic Function of the Position:

- Responsible for transport of officers to and from official functions and office errands
- Responsible for transport of staff children to school.
- Responsible for safety of the passengers and luggage on board.
- Ensuring the vehicle is road worthy and meets all traffic regulations.
- Responsible for the overall protection and the cleanliness of the vehicle.
- Ensuring work ticket is completed and journey authorized.
- Ensuring the vehicle is parked in safe and secure environment.
- Ensuring the Car keys are kept safely.
- Promptly report any incidents/ Accidents.
- Perform all other duties and tasks as required by Head of Mission or Representative.

Qualifications Required:

5. Education:

- High School Diploma/Certificate

6. Work Experience:

- At least 3 years' experience in driving

7. Skills and Abilities:

- Good interpersonal communication and driving skills
- Fluent in English; Knowledge of local languages will be an added advantage
- Ability to work flexible work schedules including evenings and weekends

8. Job Knowledge:

- Knowledge of traffic regulation and rules in South Africa.

- Knowledge of satellite navigation
- Basic mechanical experience
- Outgoing and Ability to work under minimum supervision.
- Attention to details and high level of confidentiality.

How to apply:

Applicants must submit the following documents to be considered.

6. Cover Letter
7. Curriculum Vitae
8. RSA ID copy (South Africa Nationals) OR Copy of Passport and RSA Residence permit /work permit (if not South Africa National).
9. Copy of Academic Certificates/ Diplomas
10. Copy of Driving License valid in South Africa
11. Certificate of good conduct from South Africa Police Service (SAPS)

Where to apply:

All interested candidates should send the above documents and include the Subject line: **DRIVER, VA 02-17** using either of the following methods:

4. Manual application should be hand delivered to the Kenya High Commission, 302 Brooks Street, Menlo Park, Pretoria;
5. Online applications should be emailed to info@kenya.org.za;
6. Posted applications should be addressed to the Kenya High Commission, P.O. Box 35954, Menlo Park, Pretoria, 0102

NOTE: Only shortlisted applicants will be contacted.