

KENYA HIGH COMMISSION PRETORIA

VACANCY ANNOUNCEMENT NUMBER: 03-17

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: September 7, 2017

Closing: September 21, 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:

1. Education:

- High School Diploma/Certificate

2. Work Experience:

- At least 3 years' experience in driving

3. 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

4. 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.

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. Copy of Driving License valid in South Africa
6. 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 03-17** 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.