

KENYA HIGH COMMISSION PRETORIA

VACANCY ANNOUNCEMENT NUMBER: 02-18

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

Position: Driver
(3 Years renewable contract)

Opening: April 25, 2018

Closing: May 25, 2018 (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 02-18** 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.