



KENYA HIGH COMMISSION PRETORIA, SOUTH AFRICA

VACANCY ANNOUNCEMENT

Position Title: **Driver**

Length of Employment: The initial contract is for one (*dependent upon successful completion of a 3-month probation period*) renewable on satisfactory performance of duties and exigencies of duty.

Start Date: **IMMEDIATE**

BASIC FUNCTIONS OF POSITION

The incumbent will operate the mission vehicles in accordance with laid down regulations and requirements and with supervisor instructions to transport cargo and personnel to appointments within Pretoria city or as may be needed, throughout elsewhere. The incumbent will also be assigned responsibilities to ensure performance of periodic maintenance / repairs of the vehicles and general administrative support duties like messenger services.

Specific duties and responsibilities

- ❖ Driving: operate mission vehicles to transport passengers and cargo.
- ❖ Maintenance and repair: Ensure that the vehicles are maintained and always repaired. He / She will also ensure the vehicles are always clean.
- ❖ Record keeping: Maintain vehicle logbooks that record each trip made indicating odometer readings and time of departure and arrival. Each time the vehicle is fueled, the driver will document on the logbook sheet the amount, odometer reading and date obtained on the log-book sheet. Any maintenance work must also be recorded on the logbook sheet.
- ❖ Vehicle Security: Ensure the Vehicle is parked in safe and secure environments; ensure the car keys are kept safely.
- ❖ Undertake Scheduled deliveries and pick-up of messages and parcels. He / she will make purchases as requested from time to time.
- ❖ Dispatches: Load and unload items into/from vehicles, as well as help move furniture and equipment from one part of the office and residences to another.
- ❖ Basic mechanical experience.
- ❖ Properly report any incidents/ accidents
- ❖ Any other duties that may be assigned.

REQUIREMENTS

A. General Requirements

- ❖ Possess documents to demonstrate or show proof that one is legally staying and able to work in South Africa.
- ❖ Evidence of a clean driving record (no infringement, accidents)
- ❖ Police Clearance

B. Qualifications

- ❖ Education: Completion of elementary school is required; secondary and related trade school or specialized vehicles repair and maintenance training are highly desired.
- ❖ Prior Work Experience: At least three years of professional chauffeur experience and a valid local driver's license for following types of vehicles is highly preferred. Classes: B (motor cars), C (medium commercial), DL (light omnibus), DM (medium omnibus)
- ❖ Possess documents that show clean record of driving
- ❖ Language Proficiency: Ability to speak, read, and write in English is required. Knowledge of another language is an added advantage
- ❖ Knowledge and ability: Must be familiar with local traffic laws and area traffic patterns; knowledge and prior work experience with electronic record keeping (computer usage) is also highly desired.
- ❖ Duties require the ability to deal with officials and occasionally VIPs in a relaxed but competent and professional manner.
- ❖ Ability to work effectively with a diverse group of staff.
- ❖ Demonstrated experience of cross-cultural communication skills is highly desired.
- ❖ Ability to work a regular Monday through Friday schedule with evenings, including weekends and late-night hours and travel to countryside as may be needed.
- ❖ Readiness to take up other duties (messengerial or otherwise)

Please note Successful applicants will be employed on local terms and conditions.

How to apply: Interested applicants should send only electronic applications to info@kenya.org.za Cc. applications@kenya.org.za by close of business **5.00 pm Tuesday 20th October ,2026 (South African Time)**

The applications package should include;

- ❖ A cover letter in English (maximum two pages) expressing interest and how you meet the criteria. (Indicate expected salary)
- ❖ A CV outlining the relevant skills and experience
- ❖ Contact information for three references

The applications should be address to;

**The High Commissioner
Kenya High Commission to South Africa
302, Brooks Street, Menlo Park Pretoria**

Clearly indicate your name and the position applied for on the subject line of the cover email as well as on all the attachments: For example, "Duncan Thabo_Driver" for the Driver Position. Do not write any other words in the subject line of your mail. Submitted documents become the property of the Kenya Mission.

You will be contacted ONLY if you are deemed qualified. If called for an interview, you will be expected to bring a reference letter as well as your academic and professional credentials. Practical assessments shall be contacted after the interview.