



Kenya High Commission - Canberra

Vacancy for the post of Driver, Education office

Applications are invited from qualified persons for the position of Driver at the High Commission of the Republic of Kenya

Requirements/ Qualifications

1. Fluent in English.
2. Work experience, preferably in government/ public Sector
3. Good communication skills, pleasant and positive attitude.
4. Police Check Certificate
5. Valid ID/Passport
6. Valid Australian Driver's Licence
7. Basic knowledge of mechanics and simple vehicle maintenance
8. College/ High School Diploma/ Certificate

Duties and Responsibilities

1. Official Driver of the Education Attaché
2. Driving official delegations
3. Monitor and maintain vehicle service schedule
4. Maintaining cleanliness of the vehicle
5. Ensuring that the work tickets are well kept and maintained
6. Updating and properly recording entries in work tickets
7. Any other duties as may be assigned from time to time

Interested and qualified persons are requested to submit their applications through the following email address: khc-canberra@kenya.asn.au and copy to: education@kenya.asn.au

Applications should reach the High Commission on or before 22nd May 2023 latest 4:00pm.

Please Note: i) Only shortlisted and successful candidates will be contacted.

ii) Only residents of Australia are eligible