



Kenya High Commission - Canberra

Vacancy for the post of Driver

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. Good communication skills, pleasant and positive attitude.
3. Police Check Certificate
4. College/ High School Diploma/ Certificate
5. Valid Australian Driver's Licence
6. Basic knowledge of mechanics and simple vehicle maintenance
7. Flexibility and ability to adapt.

Duties and Responsibilities

1. Utility driver
2. Driving members of staff to official functions
3. Dropping and picking up children from Schools
4. Assist in mailing duties (dropping and picking mails)
5. Driving High Commission's Guests
6. Monitoring and maintain Utility vehicle service schedule
7. Maintaining cleanliness of the utility vehicle
8. Maintaining general cleaning of the car park area
9. 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: minister@kenya.asn.au

Applications should reach the High Commission on or before 6th May 2021 latest 4:00pm.

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

