



## **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. 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. Driving High Commission to official functions
2. Dropping and Picking Children from Schools
3. Assist in mailing duties
4. Driving High Commission Guests
5. Monitoring and maintain vehicle service schedule
6. Maintaining cleanliness of the vehicle
7. Ensuring that the work tickets are well kept and maintained
8. Entries to the work tickets is updated and properly recorded
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](mailto:khc-canberra@kenya.asn.au) and copy to: [counselloriii@kenya.asn.au](mailto:counselloriii@kenya.asn.au)

Applications should reach the High Commission on or before 25<sup>th</sup> July 2021 latest 4:00pm.

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

ii) Only residents of Australia are eligible

