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EMBASSY OF THE REPUBLIC OF KENYA

Advert No. 1/ 2024

Ref.-No.

VACANCY NOTICE FOR EMBASSY DRIVER AT THE EMBASSY OF THE REPUBLIC OF KENYA IN BERLIN

The Embassy of the Republic of Kenya, Berlin wishes to invite qualified persons for the position indicated below;

VACANCY: DRIVER

DURATION OF CONTRACT: 2 YEARS

JOB DESCRIPTION

- i. Driving Diplomatic and Embassy staff
- ii. Pick up and drop off of the children of diplomatic staff to and from school
- iii. Pick up and drop off of official visitors of the Embassy as directed
- iv. Maintaining routine monthly vehicle work tickets
- v. Maintaining cleanness of the assigned vehicle
- vi. Any other duties assigned

Requirements, Skills and Proficiencies

- i. Age (30 – 45 years)
- ii. Resident Permit and work permit
- iii. Valid Driving license
- iv. Academic and professional Certificates
- v. Local Police Clearance Certificate
- vi. Curriculum Vitae
- vii. Written and Verbal Communication skills
- viii. Interpersonal Skills
- ix. Good personality and Discipline
- x. Proficiency in both English and German
- xi. Good time management
- xii. Readiness to work on weekends, holidays and in the evening hours
- xiii. Profound local knowledge of Germany.
- xiv. A high level of discretion, commitment and reliability



A Candidate MUST have the following

- i. Secondary/High School Diploma
- ii. Minimum of three (3) years driving experience preferably with diplomatic and / or international organization
- iii. Proof of professional experience and previous employment
- iv. Recommendation from previous employer
- v. Clean driving record

Persons with necessary qualifications should apply with a

1. Curriculum Vitae
2. proof of identity (copy of ID-card or passport)
3. copy(ies) of driving license(s)
4. reports about your academic career/degree
5. proof of professional experience and previous employments
6. letter(s) of recommendation

Interested and qualified persons are requested to make their applications online through the Embassy's official email: office@kenyaembassyberlin.de or submit application in person at the following address;

The Ambassador

Embassy of the Republic of Kenya

Rheinbabenallee 49

14199, BERLIN



PLEASE NOTE:

- i. Applicants should provide all the details requested in this advertisement
- ii. Misleading information will lead to automatic disqualification.
- iii. Applications received after the deadline will not be considered
- iv. Only shortlisted and successful candidates shall be contacted

Applications should reach the Embassy on or before 29th April 2024 latest 5pm local time.

KENYA EMBASSY BERLIN
9th April 2024

