



EMBASSY OF THE REPUBLIC OF KENYA WASHINGTON, D.C.

KEW /18/HRM/CONF/12

31st August 2018

JOB VACANCY: DRIVER

The Embassy of the Republic of Kenya in Washington DC invites applications from suitably qualified persons for the position of a Driver who will be employed on a two (2) year renewable contract.

Duties and Responsibilities

The qualified person shall:

- Be able to drive official Embassy vehicles under all weather such as snow
- Interact with Staff and Embassy guests in a professional manner
- Be willing to work overtime including evenings, weekends and public holidays
- Complete daily maintenance checks of the vehicle and notify the Head Transport of any issues
- Maintain the work ticket logs to track routes and fuel consumption
- Use route navigation apps and knowledge of area
- Any other duties that may be assigned

Qualifications

- A minimum of High school diploma or its equivalent. Additional skills in mechanics, electrical, defense driving and Information Technology (IT) will be an added advantage
- A valid US Driver's license
- Evidence of a clean driving record
- Ability to manage time and routes
- Work well independently with excellent communication skills
- Open and transparent communication and has multi-tasking skills
- Produce a certificate of good conduct
- Familiarity with GPS devices or map apps

Applications with relevant testimonials and contact details of two (2) referees should be submitted by email on or before fourteen (14) days from the above stipulated date to:-

The Deputy Chief of Mission
Embassy of the Republic of Kenya
2249 R Street NW, Washington, DC 20008

Email : dcm@kenyaembassydc.org

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