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EMBASSY OF THE REPUBLIC OF KENYA

Markgrafenstr. 63

10969 Berlin

GERMANY

## **EMPLOYMENT OPPORTUNITY**

The Kenya Embassy Berlin is seeking applicants for the position of a Driver for a three (3) year contract with effect from 01 January 2019. Reporting to the Transport Officer, the Driver is expected to provide the following services:

### **Key Duties and Responsibilities**

- Driving Embassy vehicles as authorized
- Fueling and maintaining cleanliness of the vehicles
- Record keeping and monthly returns for the vehicles assigned
- Detecting and reporting defects or malfunctioning of the vehicles
- Recording and identifying venues of scheduled appointments
- Ensuring security and safety for the vehicles

### **Basic Requirements**

For appointment to this position, a candidate must have:

- A valid German Residence Permit
- A valid German driving license
- At least 7 years driving experience
- A minimum of 12 years of formal education
- Fluency in English and German languages
- Certificate of good conduct from German authorities
- Possess very good knowledge of operating mechanisms of a vehicle
- Readiness to work at odd hours
- Age limit 50 years

### **Added Advantages:**

- Ability to multi-task
- Previous exposure at a busy work environment
- Auto mechanic knowledge

Applicants are encouraged to submit their application letters, copies of relevant certificates, curriculum vitae and testimonials by hand or through the post to:

**The Ambassador  
Kenya Embassy Berlin  
Markgrafenstr. 63  
10969 Berlin**

Applications with scanned copies of the required documents can be sent via email to: [office@kenyaembassyberlin.de](mailto:office@kenyaembassyberlin.de)

**Applications not accompanied by the required documents will not be considered.**

Only shortlisted candidates will be contacted by **15 November 2018**.

Deadline to submit an application is **05 November 2018**.