



## **JOB VACANCY: EMBASSY OF THE REPUBLIC OF KENYA**

### **POSITION: TWO (2) DRIVERS**

The Embassy of the Republic of Kenya in Brasilia seeks to recruit **2 (two)** suitable candidates for the position of a Driver, proficient in English and Portuguese languages.

#### **Job description**

1. To provide safe, comfortable and reliable transportation for staff.
2. To deliver and collect correspondences, documents, materials etc to various destinations as scheduled
3. Should be able to provide basic translation services while on duty when required
4. To keep the vehicle in good mechanical and functional condition including ensuring regular fueling, servicing and cleaning of the interior and exterior.
5. To perform regular preventive maintenance and minor repairs where possible.
6. Ensure maximum security of vehicle and its accessories under your charge
7. Ensure safety of passengers and items under your charge
8. Monitor condition and performance of vehicles and promptly report to Immediate Supervisor
9. Carry out minor repairs and adjustments on the vehicle and maintain its cleanliness
10. Monitor & take vehicle for servicing as per mileage reading; and for repairs as directed by your Immediate Supervisor
11. Submit monthly reports on vehicle movements and mechanical conditions using a template provided by the Immediate Supervisor
12. To ensure that all required documentation for administrative use such as mileage, fuel usage and trip authorization tracking information is recorded in the work-ticket, and kept up to date at all times in the prescribed manner.
13. To ensure that all dues are met in good time and/or regularly renewed e.g. Comprehensive Insurance cover, Parking Fees, Registration and Licenses

**Qualifications and other desirables for the job:**

1. Diploma or Certificate in a related field and/or completed High School level certificate
2. 3-5 years' progressive working experience in a similar setting with a valid driving Permit **(Class D)**.
3. Should be able to drive both manual and automatic vehicles
4. A Certificate of Good Conduct is Compulsory
5. Should have experience in handling sensitive documents, correspondences & confidential information amongst others
6. Ability to work long hours and in a Team
7. Should have experience in driving around Brasilia-DF including its environs, and the neighbouring States.
8. Basic training in Motor-vehicle mechanics will be an added advantage

**Additional Important Information:**

- Deadline for submitting applications is **5:00pm, Friday, 2<sup>nd</sup> May 2025**.
- Submission of incomplete or inaccurate documents will render the applicant ineligible for consideration for the job opening.

Applications with relevant testimonials should be sent to **Email Address-**  
[kenyaembassybrazil@gmail.com](mailto:kenyaembassybrazil@gmail.com)

**Subject: "Application for Driver Position"**

*The Embassy of the Republic of Kenya is an equal opportunity employer*