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EMBASSY / PERMANENT MISSION OF THE
REPUBLIC OF KENYA
Andromeda Tower, 16th Floor
Donau-City-Strasse 6
1220 Vienna
AUSTRIA

In reply please quote

Ref. Number KEV/ADM/6/VOL.IV(4)

23rd February, 2024

ADVERTISEMENT FOR VACANCY FOR EMBASSY DRIVER AT THE PERMANENT MISSION OF THE REPUBLIC OF KENYA IN VIENNA, AUSTRIA

Applications are invited from qualified persons for the position indicated below:

1. Vacancy – Embassy Driver

2. Duration – 2-year contract (Renewable)

3. Job Description

- i. Driving Diplomatic and other staff as needed
- ii. Picking up official visitors as requested
- iii. Maintaining diplomatic vehicles
- iv. Maintaining schedule of work ticket
- v. Any other duties assigned

4. Requirements, Skills and Proficiencies

- i. Resident Permit and Work Permit
- ii. Driving Licence
- iii. Academic and Professional Certificates
- iv. Local Police Clearance Certificate
- v. Curriculum Vitae
- vi. Written and verbal communication skills
- vii. Interpersonal skills
- viii. Proficiency in both English and German

5. A candidate must have the following:

- i. Secondary/High School Education. Diploma holders will have an added advantage
- ii. Relevant Licensed Driving Category
- iii. Minimum of three (3) years' driving experience preferably with diplomatic and/or international bodies
- iv. Recommendation letter
- v. Clean driving record
- vi. Efficient time management

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

**The Ambassador/Permanent Representative
Embassy/Permanent Mission of the Republic of Kenya
Andromeda Tower, 16th Floor
Donau-City-Strasse 6
A-1220 Vienna**

Please Note:

- i. Applicants should provide all the details requested in this advertisement
- ii. It is an offence to include incorrect information in the application
- iii. Details of the academic and professional certificates not obtained by closure of the advert shall not be considered
- iv. Only shortlisted and successful candidates shall be contacted

Applications should reach the Embassy on or before 10th March, 2024 latest 4 pm (Austrian Time).

**EMBASSY/PERMANENT MISSION
OF THE REPUBLIC OF KENYA
VIENNA**

