



KENYA PERMANENT MISSION TO UN-HABITAT

ADVERTISEMENT FOR A VACANT POSITION OF A DRIVER

Applications are invited for a vacant position of a driver at Kenya Permanent Mission to UN –Habitat, Nairobi on a three year contractual basis, renewable upon satisfactory performance.

DUTIES AND RESPONSIBILITIES

The successful candidate appointed to the vacant position will be responsible for providing safe and timely driving as well as assist with office duties as may be assigned from time to time.

Specific duties include: –

1. Driving the Missions official vehicles;
2. Mapping out driving routes ahead of time to determine the most expedient trip;
3. Routine checks and maintenance of the vehicle;
4. Familiarize with traffic and weather reports to stay up to date on road conditions;
5. Maintenance of work tickets and recording of all journeys prior to commencement.
6. Knowledge of first aid assistance;
7. Detecting and reporting any malfunctioning of the vehicle's systems;
8. Ensuring security of the vehicle on and off the road;
9. Observing safety of passengers and/or goods;
10. Carrying authorized passengers and/or goods;
11. Maintaining cleanliness of the vehicle
12. Providing courier services whenever needed; and
13. Any other duties as assigned by the authorized officer(s).

FOR APPOINTMENT TO THIS POSITION, A CANDIDATE MUST: –

1. Have at least five (5) years cumulative service in a comparable position;
2. Have a valid driving license (Class B3 and above);
3. Submit a sealed Police Clearance Certificate (renewable every year);
4. Be fluent in Swahili and English languages.
5. flexible to work beyond working hours;
6. Demonstrate outstanding professional competence with effective oral and writing skills;
7. Be computer literate;
8. Able to observe confidentiality;

9. Be a Kenyan National
10. Submit at least two references and previous employer/s certificates/letter.

APPLICATION SUBMISSION

Interested persons whose qualifications and competencies are consistent with specified duties, responsibilities and requirements for the driver position are encouraged to apply.

The application letter together with curriculum vitae and relevant copies of testimonials should reach the Embassy **on or before Tuesday 11th April, 2023** through the email address kpmunhabitat@gmail.com

or to;

The Permanent Representative
Kenya Permanent Mission to UN-Habitat
UN Crescent Avenue
P.O BOX 67830, 00200
Nairobi

27th MARCH 2023

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