



**HIGH COMMISSION OF THE REPUBLIC OF KENYA, OTTAWA**  
**JOB VACANCY: ONE (1) POSITION FOR A DRIVER**

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The High Commission of the Republic of Kenya in Ottawa invites applications from suitable and qualified persons for the position of one (1) Driver

**JOB DESCRIPTION**

The ideal person shall:

- i. Drive the official in his travels and missions, including outside Ottawa and its surroundings, with the respect and gestures linked to his function.
- ii. Strictly respect the highway code and road safety rules;
- iii. Remain available during meetings and during the working day;
- iv. Execution of errands at the request of the official;
- v. Good management and maintenance of the vehicle;
- vi. Ensure daily maintenance of the vehicle (exterior and interior cleaning) and carry out refueling;
- vii. Check the vehicle oil change and technical inspection times;
- viii. Ensure regular checks of the proper functioning and general condition of the vehicle;
- ix. Report possible malfunctions and follow up on necessary repairs;
- x. Complete the vehicle work ticket and ensure that it is kept up to date; and,
- xi. Work in coordination with the Head of Transport (maintenance of the vehicle in particular).
- xii. Perform any other duties that may be assigned to them.

This list is neither restrictive nor exhaustive.

**Required Skills**

- i. Minimum of a high school diploma or equivalent, additional skills including mechanical, electrical or IT would be an added advantage
- ii. Have adequate Training and/or experience as a driver;
- iii. Professional and impeccable conduct;

- iv. Experience as a C-suite driver or ambassador's chauffeur appreciated;
- v. Know how to anticipate traffic problems and manage stress;
- vi. Good knowledge of Ottawa and its suburbs to plan routes and identify addresses;
- vii. Mastery of driving assistance tools: GPS, easy pass, handset free, etc; and,
- viii. Languages required: Fluency in English (read, written and spoken).

**Others**

- i. Good presentation essential;
- ii. Punctuality and professionalism;
- iii. Politeness and courtesy;
- iv. Availability, discretion; and
- v. Respect for neutrality and confidentiality rules.

**Special working conditions**

(restrictions, staggered hours, etc.):

- i. High flexibility on working hours. Errands can take place on weekends, early morning or evening (with recovery if they are done outside working hours usual);
- ii. The Mission may make the continuity of the contract subject to an eye examination; and,
- iii. This position does not entitle you to any diplomatic or consular status or privilege.

**Conditions for applying:**

- i. You must be legally in Canada and possess a work permit;
- ii. Applications not meeting this requirement will not be considered; and,
- iii. You must provide a driving record.

If you are interested in the position and think you fit the profile sought, please send your CV, your cover letter, your driving record and your proof of residence and work to [balozi@kenyahighcommission.ca](mailto:balozi@kenyahighcommission.ca) , no later than 10<sup>th</sup> November 2024 deadline.