



## **Kenya High Commission - Canberra**

### **Vacancy for the post of Office Assistant/ Driver**

Applications are invited from qualified persons for the position of Office Assistant/ Driver in the Education Office at the High Commission of the Republic of Kenya.

#### **Requirements/ Qualifications**

- (i) Fluent in English
- (ii) Work experience, preferably in government/public sector
- (iii) Diploma in IT, Communication, Social Sciences or Office Management
- (iv) Police Check Certificate
- (v) Valid Australian Driver's Licence
- (vi) Basic knowledge of mechanics and simple vehicle maintenance.

#### **Duties and Responsibilities**

- (i) Front office work
- (ii) Typing and printing office reports/minutes
- (iii) Handling telephone calls and appointments
- (iv) Operating office equipment
- (v) Maintaining office diary and travel itinerary
- (vi) Collection and delivery of office mails
- (vii) Maintaining an up-to-date office filing system in the office
- (viii) Registration and creation of student database
- (ix) Promoting Kenya during official functions
- (x) Driving members of staff to official functions
- (xi) Driving High Commission's Guests
- (xii) Monitoring and maintain the vehicle service schedule
- (xiii) Maintaining cleanliness of the vehicle
- (xiv) Any other duties as may be assigned.

Interested and qualified persons are requested to submit their applications through the following email address: [khc-canberra@kenya.asn.au](mailto:khc-canberra@kenya.asn.au) and copy to: [education@kenya.asn.au](mailto:education@kenya.asn.au).

Applications should reach the High Commission on or before 18<sup>th</sup> February 2021 latest 4:00pm.

**Please Note:** Only shortlisted and successful candidates will be contacted.