



KENYA EMBASSY MADRID

JOB VACANCY

The Embassy of the Republic of Kenya, Madrid is seeking to recruit a highly motivated, organized, and professional individual to fill the position of Driver, who will play a key role in supporting the efficient operations of the Mission and providing reliable transport services.

1. Duties and Responsibilities

The Driver will work under the direct supervision of the Transport Officer and will be responsible for the following core functions:

- i. Ensuring safe, punctual, and professional transportation at all times for the Ambassador and other Embassy officials.
- ii. Delivering official mail and correspondence from the Embassy to external clients, government offices, and other diplomatic missions.
- iii. Monitoring and reporting on the repair, maintenance, and cleaning needs of the Embassy vehicles to the Transport Officer.
- iv. Compiling and submitting timely vehicle movement, fuel consumption, and maintenance reports to the Transport Officer.
- v. Maintaining Embassy vehicles in a clean, roadworthy, and presentable condition at all times.
- vi. Assisting with logistical support during official events, state visits, and protocol functions as directed.
- vii. Supporting the Mission in protocol duties as required.
- viii. Attending to any other duties as assigned by supervisors.

2. Basic Minimum Qualifications and Experience

Education

- A minimum of a secondary school certificate or equivalent from a recognized institution.
- A valid professional driving license recognized in Spain, with a clean driving record.

Work Experience

- Minimum of three (3) years of relevant driving experience, preferably in a diplomatic mission, government institution, or high-profile corporate environment.
- Proven experience in chauffeuring senior officials or executives with a strong record of reliability and professionalism.

3. Skills and Competencies

Language Proficiency

- Working knowledge of English (spoken and written)
- Working knowledge of Spanish (spoken and written)

Technical Skills

- In-depth knowledge of road traffic laws and regulations in Spain.
- Ability to navigate using GPS and maps effectively.
- Basic vehicle maintenance knowledge, including minor troubleshooting.
- Familiarity with record-keeping related to vehicle use and fuel management.

Personal Attributes

- High level of integrity, discretion, and confidentiality, given the sensitive nature of working with senior diplomatic personnel.
- Strong sense of punctuality, responsibility, and professional presentation.
- Calm, courteous, and respectful demeanour with the ability to handle high-pressure situations.
- Ability to work flexible hours, including early mornings, evenings, and weekends when required.
- Respectfulness and awareness of diverse cultural norms and practices.
- Willingness to collaborate with other sections of the Embassy to ensure overall Mission success.

4. Other Requirements

- Applicants must possess a valid work permit or residency status that allows them to work legally in Spain.
- Availability to work during Embassy working hours (Monday to Friday) and occasionally outside these hours for emergencies, official functions, or state visits if required.

5. Application Procedure/Process

Interested and qualified candidates are requested to submit their applications electronically to **madrid@mfa.go.ke** under the reference: Application for Driver in pdf format.

Applications must include:

- I. A detailed Curriculum Vitae (CV).
- II. A one-page Cover Letter of interest explaining applicants' motivation and suitability for the position (in English).
- III. Copies of relevant academic, professional, and driving certificates.
- IV. Contact information (email and telephone number) and contact information of three (3) professional references.

6. Note

- Only shortlisted candidates will be contacted for an interview.

- Shortlisted candidates will be required to produce a police clearance certificate.

The deadline for applications is 16th June, 2026. Late applications will NOT be considered.