



VACANCY ANNOUNCEMENT

DRIVER (M/F)

LOCAL AGENT GROUP 5

ref.: DELKEN-01-2023

1. THE EUROPEAN UNION

The European Union (EU) is an economic and political union of 27 European countries. It plays an important role in international affairs through diplomacy, trade, development aid and working with global organizations.

Abroad, the EU is represented through more than 140 diplomatic missions, also known as EU Delegations, which have a similar function to that of an embassy.

2. OFFER

We offer a post of Driver. Under this post, the recruited person will be attributed functions depending on the needs of the Delegation. Upon recruitment, the successful candidate will occupy a specific job function as Driver; this job function may be changed in accordance with the needs of the Delegation. The successful candidate will serve as support staff to the Administration Section under the supervision and responsibility of the relevant head of section.

The position is based in Nairobi for an unlimited duration subject to three months' probation and it is open to Kenya nationals and residents with a **valid work permit (compulsory)**.

We offer a competitive position in a multicultural environment. Full time of 37.5 hours per week and remunerated according to a salary table in shillings. Including a supplementary pension scheme and medical insurance, offered to employees and their families under certain conditions.

3. DIPLOMA AND EXPERIENCE REQUIRED

The candidate must submit copies of:

- Basic Education Certificate
- Driving license
- Professional experience: at least five years working experience in a Transport Service of which two years in a Diplomatic Mission **OR** International Company/Organization **OR** Government Office.

4. LANGUAGE QUALIFICATIONS

- English - Proficient user (level C2¹).
- Independent user of Kiswahili is an advantage
- Knowledge of another European language is an advantage (level B1).

5. COMPUTER SKILLS

- Basic knowledge of Microsoft Office™ (Word, Outlook).

6. KNOWLEDGE

- Good knowledge of mechanic is an asset
- Experience in driving an armoured vehicle is an asset

7. PERSONAL SKILLS AND QUALITIES

- Excellent ability to provide high quality service
- Ability to deal helpfully and courteously with people
- Open, flexible personality; team player
- A high degree of integrity and the ability to deal with confidential information is required

¹ European levels of language skills, as provided in *Curriculum Vitae* europass standardized. A self-assessment grid is at the following web address: <https://europa.eu/europass/pt/common-european-framework-reference>

TO APPLY

The applicant must introduce

- A Curriculum Vitae using one of the europass templates, available at: <https://europa.eu/europass/eportfolio/screen/cv-editor?lang=en>
(Attention: other formats will be reason for rejection of the application!)
- A Motivation Letter, signed, addressed to the attention of the Head of EU Delegation in Kenya
- Copies of:
 - Driving license
 - Declarations of work, attesting to the relevant experience

(No original received will be returned!)

Until the 13th July 2023.

The applicant must use one of the following means to enter the application. Proof of delivery is understood as the time when the applicant submits the file to the post office or to the operator of a private courier service, upon obtaining the receipt proving delivery at the reception of the Delegation.

Presentation form	Limit	Proof of delivery	Delivery address
Post office	12:00 p.m.	Date of post-stamp	APPLICATION TO THE POST: Driver(m/f) Ref. DELKEN-01-2023 Delegation of the European Union In Kenya To the attention of the Head of the Delegation P.O. Box 45119 00100 GPO Nairobi - Kenya
Private mail operators	12:00 p.m.	Proof of delivery of the private mail operator	APPLICATION TO THE POST: Driver(m/f) Ref. DELKEN-01-2023 Delegation of the European Union In Kenya To the attention of the Head of the Delegation Dunhill Towers 115 Waiyaki Way, Westlands Nairobi - Kenya
In person (hand delivery) ²	02:00 p.m.	A receipt dated and signed by the agent at the reception of the Delegation	

² Hand delivery: this service is open from 07:30 a.m. to 04:00 p.m. Monday to Thursday. On Fridays until 1:00 p.m. It is closed on Saturdays, Sundays and official public holidays.

Sending any document by e-mail will be the reason for rejection of the application!

OTHER INFORMATION

After a positive documentary analysis, the selection panel will invite the candidate to a written test. The best candidates will do an interview and a practical test.

The selected candidate, after a three-month trial period, will be proposed to sign an employment contract in local law for indefinitely duration. For the selected person who does not have Kenyan nationality, s/he will be required to prove his/her residence and work permit in Kenya, and the Delegation is not responsible for this request.

The Delegation implements an equal opportunities policy and will implement the necessary measures to avoid any kind of discrimination during the recruitment process.

Any personal data covered by the application, selection and recruitment process are processed in accordance with Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. Data shall be processed by the entity responsible for the processing of the data solely for the purposes of the selection and be destroyed when recruitment is done. This does not affect their possible transmission to bodies responsible for a monitoring or inspection mission in accordance with EU law.

Caution: The applicant must verify that he/she fulfils all the conditions.

For easy verification, the **applicant must mark all the squares** relating to each document or application condition. **The absence of one of these conditions or documents is a reason for the rejection of the application.**

The Delegation will not communicate any response to the applicant.

Only the applicants admitted to the interview will be contacted by letter, eventually transmitted by e-mail, which shall arrive by 13th September 2023. The absence of contact from our side is a sign of exclusion in the previous step.

Henriette GEIGER
Head of Delegation