



EMBASSY OF THE REPUBLIC OF KENYA, PARIS

VACANCY: DRIVER

The Embassy of Kenya in Paris is seeking to recruit a driver on a short-term contract. The successful candidate will ensure safe, punctual, and courteous service, while adhering to all regulations and supporting Mission operations as needed.

Key Responsibilities

Among others: -

- Safely transport diplomats and Embassy staff to various destinations
- Observe all local and international traffic laws
- Maintain cleanliness and perform routine vehicle checks
- Be punctual and adhere to scheduled pickups and appointments
- Respond calmly and effectively in emergency or unforeseen situations
- Communicate courteously and professionally with passengers and other officials
- Respect cultural differences and assist in other Mission activities when required
- Run official errands, including taking and picking official mails, as well as sourcing and buying small items for the Embassy and official residences.

Requirements & Qualifications

- Valid driver's license for both saloon and van (manual and automatic)
- Excellent communication skills; fluency in French and English languages.
- Strong knowledge of local and international traffic regulations,
- Ability to obtain security clearance if required
- Proven reliability, punctuality, and sound judgment — no major traffic violations or accident history
- Basic vehicle maintenance knowledge
- Physical fitness to meet job demands
- Prior driving experience of at least 2 years in a diplomatic environment will be an added advantage.
- Familiarity with local routes, shortcuts, and navigating Paris is an added advantage

Terms & Conditions

Monthly salary: € 1,928

Working hours: 09:00 – 13:00 and 14:00 – 17:00 five days a week with occasional duties outside these hours.

Annual leave: 30 days per year (plus public holidays and compensatory days for weekend work).

Application deadline:

Please e-mail your cover letter and CV to: recruitment.paris@mfa.go.ke by close of business on Friday 5th June 2026.