



## Office Messenger Job Description

**Job Title:** Office Messenger  
**Reports To:** Administration Department

### Job Purpose

The Office Messenger is responsible for providing efficient messenger and support services to the School. Key duties include the delivery and collection of documents and materials, handling banking transactions, running errands to various offices, and offering general administrative support.

This role requires strong communication skills and a valid boda-boda license to ensure timely and reliable mobility. Possession of a valid driving license will be considered an added advantage.

### Key Responsibilities

- Deliver and collect official documents, parcels, and correspondence within Nairobi and to designated offices.
- Handle banking transactions (deposits, withdrawals, cheque collections and delivery) with accuracy, confidentiality, and professionalism.
- Products picking and delivery.
- Run errands as assigned.
- Communicate clearly and courteously with staff, external stakeholders, and service providers when carrying out errands.
- Maintain proper records of deliveries and collections, ensuring timely completion of tasks.
- Operate boda boda safely and responsibly, adhering to traffic laws and School policies.
- Assist with clerical duties when required.
- Support in logistical tasks, including procurement runs and delivery of supplies.
- Ensure proper maintenance and cleanliness of assigned motobike.
- Report any incidents, delays, or challenges encountered during errands promptly to the Line Manager.
- Undertake any other duties that may reasonably be assigned from time to time in line with the needs of the organization

## Qualifications & Experience

- KCSE Certificate
- A diploma.
- **Class A1 or Class A2** boda-boda Valid License
- At least 4 years' experience in a similar role (messenger/driver/office support).
- Strong communication skills (verbal and written) with ability to interact professionally at all levels.
- Knowledge of Nairobi routes, government agencies, and banking procedures.

## Personal Attributes

- Trustworthy and discreet.
- Punctual and dependable.
- Well-organized with attention to detail.
- Courteous and professional in dealing with staff and external stakeholders.
- Flexible and adaptable to changing tasks.
- Clear communicator with a positive attitude.

## Working Conditions

- Office-based with frequent errands outside the School premises.
- Requires use of boda-boda for official duties.
- Occasional extended hours depending on workload and urgency of tasks.

## How to Apply

Interested applicants are invited to send an application by email to [hr@durhamkenya.com](mailto:hr@durhamkenya.com) by **12<sup>th</sup> June 2026**. No applications will be accepted after the closing Date.

Applications should include all the information listed below:

- A letter of application addressed to The HR Manager, of no more than one side of A4, explaining why you would like this role and the skills and experiences you can bring to it.
- A fully completed Durham International School Non-Teaching Application Form [Click here](#)
- The names and accurate addresses, email addresses and telephone numbers of three referees, two of whom must be your recent and current employer, to be completed in full in the Application Form.
- Please be advised that an incomplete application form or an application that does not provide a Covering Letter and Durham Application Form as stipulated, will unfortunately not be considered. Applications will be reviewed as they are received.

## **Confidentiality**

References will only be requested at short-list stage and we will let you know before we approach referees.

## **Start date**

Candidates should be available to start 1<sup>st</sup> July, 2026.

## **Safeguarding Statement**

Durham International School is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment. All applicants must be willing to undergo the appropriate pre-employment checks relevant to the role.

Applicants will be expected to show evidence of their most up to date child protection screening details including a police clearance certificate from each country they have worked in and the Disclosure and Barring Service (DBS) record where relevant.

Reference Checks will also be made with past employers.

Prior to taking up appointment, we will then request a declaration about medical fitness, and proof of qualifications from the successful candidate.

Under the guidance set by KCSIE 2025 Durham International School will conduct an online search for all shortlisted candidates.