



KENYA HIGH COMMISSION

ADVERTISEMENT- VACANT POSITION

Applications are invited from qualified persons for the position shown below.

Interested and qualified persons are required to forward CV and Supporting document to info@kenya.org.za or submit at Kenya High Commission, 302 Brooks street Menlo Park Pretoria.

PLEASE NOTE:

- i. Only shortlisted and successful candidates will be contacted.
- ii. Shortlisted candidates shall be required to produce originals of their Identity document or valid work permit , academic and professional certificates and transcripts during interviews.
- iii. It is a criminal offence to present fake certificates/documents.

Applications should reach the Mission on or before 2nd December 2021 latest 4.00 pm.

Title: Administration Assistant

Level: Entry

Terms: Locally Engaged Staff

Component: Administrative Attaché

Key Purpose Statement: To provide support to Administrative Attaché

Requirement:

- Degree/Diploma qualification.
- Minimum of two years' work experience in a corporate or professional environment.
- High Level Proficiency in MS Office suite.
- Conversant with social media platforms
- Excellent Interpersonal and communications skills.
- Familiarity with local procurement environment.
- Outgoing and Ability to work under minimum supervision.
- Experience in assessing and distributing the release of strategic and confidential or restricted information.
- Attention to details and a high level of confidentiality

Job Description

- Follow up on services, products, goods and quotations requested
- Running Mission errands out of the Office
- Logistical support when required at High Commission residence
- Following up with service providers including city of Tshwane regarding service and bills
- Follow up with Mission Service providers for necessary support
- Vehicle administration at DIRCO including registration and renewal of licenses
- Administration at Mission and High Commissioner residence
- With direction, Website content management
- With direction respond to Consular queries on Official Facebook page
- When directed, provide support to Consular section during outreach programs
- Photography and photo archiving
- With direction, update purchased/procured items for Mission and residences on assets inventory
- When directed, man the Mission telephone exchange
- Perform all other duties and tasks as required by Head of Mission or Representative