

# **KENYA HIGH COMMISSION PRETORIA**

## **VACANCY ANNOUNCEMENT NUMBER: 01-18**

The Kenya High Commission in Pretoria is seeking eligible and qualified applicants for the position of Administrative Assistant in the Education Office. All applicants must have the required work and/or residency permits to be eligible for consideration.

**Position:** Administrative Assistant (Education Attaché Office)  
**(3 Years renewable contract)**

**Opening:** April 5, 2018

**Closing:** April 20, 2018 (1.00PM)

**Work Hours:** Full-Time

**Basic Salary:** ZAR **10, 342** per month

### **Basic Functions of the Position:**

1. Development and Maintenance of Databases of Kenyan academic community in the Republic of South Africa and countries of accreditation;
2. Facilitate in organizing of Kenyan academic community's meetings, workshops and other forums in the Republic of South Africa and countries of accreditation;
3. Follow-up on implementation of the strategic cooperation programmes and activities in the Republic of South Africa ( monitoring and tracking of the various projects under the various MoUs and other cooperation agreements);
4. Facilitate reports within the education, science and technology Sector under implementation in the republic of South Africa and countries of accreditation;
5. Perform all other duties and tasks as required by the Head of the Mission or representative.

### **Requirements:**

6. Bachelor's Degree/ Diploma in Humanities or Natural Sciences (Education, Science, Technology, Mass Communication) and Related fields from a recognized University;
7. Basic experience in an Education, Science, Technology and Innovation environment and capacity and capability to work under minimum supervision;
8. High level proficiency and competency in writing skills and Information, Communication and Technology;(ICT)
9. Demonstrate basic administrative skills;
10. Excellent Interpersonal and communications skills, confidentiality and capacity and capability to uptake and implement instructions;

### **How to apply:**

Applicants must submit the following documents to be considered;

1. Cover Letter
2. Curriculum Vitae
3. RSA ID copy (South Africa Nationals) OR Copy of Passport and RSA Residence permit /work permit (if not South Africa National)
4. Copy of Academic Certificates/ Diplomas
5. Certificate of good conduct from South Africa Police Service (SAPS)
6. Three referees

**Where to apply:**

All interested candidates should send the above documents and include the Subject line: **Administrative Assistant, VA 01-18** using either of the following methods:

1. Manual application should be hand delivered to the Kenya High Commission, 302 Brooks Street, Menlo Park, Pretoria;
2. Online applications should be emailed to [info@kenya.org.za](mailto:info@kenya.org.za);
3. Posted applications should be addressed to the Kenya High Commission, P.O. Box 35954, Menlo Park, Pretoria, 0102.

**NOTE:** Only shortlisted applicants will be contacted.