



KENYA HIGH COMMISSION PRETORIA

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 , 302 Brooks street Menlo Park Pretoria.

PLEASE NOTE:

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

Applications should reach the Mission on or before 26th September 2023 latest 4.00 pm.

1. CONSULAR ASSISTANT

Title: Consular Assistant

Level: Entry

Terms: Locally Engaged Staff

Component: Consular Services Section

Key Purpose Statement: To provide secretarial/administrative and any other logistical support in other Sections in the Mission.

Requirements

- Degree/diploma in any field.
- Minimum of two years' work experience in a corporate or Professional environment.
- High Level Proficiency in MS Office suite.
- Excellent Interpersonal and communications skills.
- Excellent report writing skills, basic research and Internet skills.
- Ability to work without supervision.

- Familiar with issues and debates around International Affairs and knowledge of local current affairs.
- Ability to exercise a high level of confidentiality, discretion diplomacy and sound judgement.
- Experience in assessing and distributing the release of strategic and confidential / restricted information.
- Attention to details.

Job Description

- Scheduling & diarizing invitations and appointments
- Typing all correspondences on issuance of documents
- fingerprinting for Identity cards processing
- Printing passport documentation
- Responding to official letters.
- Communicating with Department of International Relations (DIRCO) and other foreign missions through note verbale regarding visa related matters and diplomatic correspondences
- Managing all the filing in the consular Office
- Managing all Internal/External Communication/Correspondence
- Managing all travelling and Accommodation reservations
- Summing up all revenue receipts and submitting them to the Finance Office
- Welcoming and receiving Consular guests
- Ensuring that letters written to Kenya are ready before 12.30hrs and are dispatched by Diplomatic bag every Friday
- Assist in organizing of the Missions ceremonial and official functions internally and externally.
- Handling of any other duties assigned by the Head of Mission or Representative