



KENYA HIGH COMMISSION PRETORIA, SOUTH AFRICA

VACANCY ANNOUNCEMENT

Position title: Administrative Assistant

Length of Employment: The initial contract is for one year (dependent upon successful completion of a 3-month probation period), renewable on satisfactory performance of duties and exigencies of duty.

Start Date: **IMMEDIATE**

SPECIFIC DUTIES AND RESPONSIBILITIES

Serving as the Administrative Assistant, the candidate will be handling the following tasks:

- ❖ General Administrative Support
- ❖ Digitally classifying documents for filing and storage on the server as guided
- ❖ Maintaining computer hardware and software, and support
- ❖ Assist in maintaining social media handles
- ❖ Receiving, installing, and certifying ICT equipment
- ❖ General configuration of ICT equipment as guided
- ❖ General maintenance and repairing, installing and of ICT equipment
- ❖ Troubleshoot computer malfunctions and arrange solutions
- ❖ Any other duties as may be assigned.

REQUIREMENTS

Applicants must address each required qualification listed below with specific and comprehensive information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

A. General Requirements

- ❖ Possess documents to demonstrate or show proof that one is legally staying and able to work in South Africa.
- ❖ Police Clearance Certificate

B. Education:

- ❖ High School certificate minimum & Secretarial skills at post-high school level (minimum 2 years)

- ❖ A Certificate in any of the following fields: Computer Science, Electrical/Electronic Engineering, or its equivalent from a recognized institution
- ❖ A Diploma in any of the following fields: - Computer Science, Electrical/Electronic Engineering, Information Communication Technology course or any other relevant qualifications from a recognized institution

Experience: Two years as an administrative assistant.

Language: English Proficiency is required (Fluent in both oral and written). Knowledge of another language is an added advantage.

Skills And Abilities: Customer care skills, computer skills, running the switchboard, and handling conflicting demands are required.

Job Knowledge: Knowledge of clerical procedures and correspondence styles.

Please note that successful applicants will be employed on local terms and conditions.

How to apply:

Interested applicants should send only electronic applications to info@kenya.org.za Cc. applications@kenya.org.za by close of business **5:00pm Tuesday 20th October 2026 (South African Time)**

The applications package should include;

- ❖ A cover letter in English (maximum two pages) expressing interest and how you meet the criteria. (Indicate expected salary)
- ❖ A CV outlining the relevant skills and experience
- ❖ Contact information for three references

The applications should be address to;

**The High Commissioner
Kenya High Commission to South Africa
302, Brooks Street, Menlo Park Pretoria**

Clearly indicate your name and the position applied for on the subject line of the cover email as well as on all the attachments: For example, "Felix Siyabonga_Admin Assistant" for the Administration Assistant Position. Do not write any other words in the subject line of your mail.

Submitted documents become the property of the High Commission of Kenya. ***You will be contacted ONLY if you are deemed qualified. If called for an interview, you will be expected to bring a reference letter as well as your academic and professional credentials. Practical assessments shall be contacted after the interview.***