



KENYA EMBASSY DUBLIN

ADVERTISEMENT FOR JOB VACANCY (ADMIN/ICT CLERK)

The Embassy of the Republic of Kenya in Dublin is seeking to employ a qualified person for the position of Admin/ICT Clerk:

The Successful applicant will perform duties and responsibilities of the position subject to the Terms and Conditions of Service for the Kenya Embassy, as well as applicable Irish Laws and Regulations.

Duties and Responsibilities

The duties and responsibilities attached to this post include the following: -

ICT Duties

1. Providing technical assistance to staff using computers, printers, scanners, and other office equipment.
2. Installing, updating, and maintaining basic software and applications as authorized.
3. Troubleshooting common computer, network, printer, and connectivity problems.
4. Creating and maintaining user accounts, passwords, and access records where required.
5. Troubleshoot email, internet, Microsoft Office, and other workplace applications.
6. Maintaining ICT equipment registers and reporting damaged or faulty equipment.
7. Supporting data backup and basic data-security procedures.
8. Assisting with the maintenance and updating of databases and electronic records.
9. Updating and maintaining the Embassy's website, including uploading news, announcements, documents, images, and other relevant content.
10. Reviewing website content regularly to ensure that information is accurate, current, properly formatted, and free from broken or outdated links.
11. Assisting with basic website administration, content editing, and troubleshooting.

12. Reporting hardware, network, software, or connectivity problems to the appropriate ICT support team.
13. Liaising with ICT technicians or service providers when technical problems require specialist attention.
14. Promoting proper use of ICT equipment and adherence to Embassy's IT policies.

Administrative Duties

1. Maintaining and organizing office files, records, and documents.
2. Preparing letters, reports, memos, forms, and other correspondence.
3. Receiving, recording, and distributing incoming and outgoing correspondence.
4. Entering and updating information in databases, spreadsheets, and office systems.
5. Scheduling meetings, appointments, and maintaining calendars for Consular section activities.
6. Receiving visitors, answering telephone calls, responding to emails & routine enquiries, and directing complex enquiries to the appropriate person.
7. Assisting with photocopying, printing, scanning, filing, and document management.
8. Maintaining office supplies and monitoring stationery requirements.
9. Assisting with preparation of reports, presentations, and meeting minutes.
10. Handling confidential information appropriately.
11. Providing protocol and logistical support for official visitors, guests, and delegations.
12. Receiving and welcoming visitors at the airport and facilitating their transportation to designated hotels, offices, meeting venues, or other locations.
13. Picking up and dropping off official visitors and guests at airports, hotels, offices, and other designated locations.
14. Driving Embassy's vehicles for official assignments and ensuring that vehicles are kept clean, secure, and in good working condition.
15. Providing general administrative support to management and other staff.

Education/Experience

1. Diploma or Advanced Certificate in ICT or equivalent.
2. Two years' experience in similar position.
3. Knowledge of latest hardware and software packages and applications.
4. Possession of valid Irish Driving Licence.
5. Experience in a Diplomatic Mission or organization would be an added advantage.

How to apply

Applicants should submit their application letter, Curriculum Vitae (include telephone and email address), copies of the Academic and Professional Certificates to the Embassy's Official email info@kenyaembassyireland.net

Alternatively, send your applications to the address below;

Embassy of the Republic of Kenya,
11 Eglin Road, Ballsbridge,
DUBLIN.
(DO4 YW13)

The deadline for this advertised position is 9th October 2026 at 5.00 p.m.

Additional Information

1. Application letters must be typewritten.
2. All applicants must have a legal right to reside and work in Ireland.
3. Recommendation letter from current/former employer is required.
4. Applications received after closing date will not be considered.
5. Only short-listed candidates will be notified and invited for interviews.
6. Successful applicant will be engaged for a period of Two (2) year contract eligible for one year renewal, subject to his/her work performance.
7. Canvassing is not allowed and will lead to automatic disqualification.