



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 a 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: -

1. Support asset management processes to ensure hardware and software solutions are updated and current.
2. Contribute to the development and maintenance of IT procedures by identifying opportunities for improvement, sharing best practices and updating documentation as necessary.
3. Support successful daily office operations by responding to incidents and requests, providing timely resolution, and delivery of service.
4. Perform hardware and/or software installations and updates to desktop and/or laptop and computers in the Mission.
5. Facilitate accurate record keeping by documenting support issues and/or resolutions and communicating feedback to the immediate supervisor or the Head of Chancery.
6. Deal with 'how to' and information requests including data security and ICT policies.
7. Assist with IT requirements of the Mission, including designing and uploading articles for the official website.
8. Support to the Consular Affairs Unit of the Embassy.

9. Assist during official functions, meetings and events for the Mission.
10. Undertake and perform such other duties as may be assigned by the Head of Mission or delegated diplomatic agent.

Competencies

1. Strong public relations/customer service etiquette.
2. Organized, able to prioritize and process large volumes of work, and attention to detail.
3. Aptitude for working with computer applications and ability to install, configure and utilize a variety of software.
4. Recognising and addressing technical issues and safeguarding data security.
5. Understanding networking protocols and ability to connect ICT equipment.
6. Good command in English language and effective communication skills.
7. Ability to perform detailed work and have a high sense of confidentiality, initiative and good judgement.
8. Be reliable, disciplined, respectful and self-motivated.

Education/Experience

1. Diploma or Advanced Certificate in ICT or equivalent.
2. Two years' experience in similar position or office ICT support position.
3. Knowledge of latest hardware and software packages and applications.
4. 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) and copies of the 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 on 23rd May, 2025 at 5.00 p.m.

Additional Information

1. Application letters must be typewritten.
2. All applicants must have a legal right to 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 renewal once, subject to his/her work performance.
7. Canvassing is not allowed and will lead to automatic disqualification.