



KENYA EMBASSY DUBLIN

ADVERTISEMENT FOR JOB VACANCY (RECEPTIONIST)

Kenya Embassy in Dublin is seeking to employ qualified persons for the position of a Receptionist:

Successful applicants will be subjected to Kenya Embassy Terms and Conditions of Service, as well as applicable Irish laws and regulations.

Full information for the post, job description and required qualifications are indicated below.

Duties and Responsibilities

1. Receive visitors at the Office and direct them to the concerned staff member.
2. Maintain the switchboard and answer telephone calls, handle routine enquiries and direct other in-coming calls to the appropriate Embassy staff.
3. Distribution of mail.
4. Provide full clerical support for the Consular Section by:
 - a. Responding to routine consular inquiries and correspondences
 - b. Receiving consular applications forms from clients.
5. Maintain records for all correspondence and update the database.
6. Perform any other duties as directed.

Competencies

- Strong public relations/customer service etiquette.
- Organized, able to prioritize and process large volume of work;
- Aptitude for working with computer, and ability to utilize a variety of software application;
- Good command in English language and clear communication skills;
- Ability to perform detailed work and have a high sense of confidentiality, initiative and good judgement;
- Presentable

Education/Experience

- Completion of Post High School Diploma or Advanced Certificate.

- Two years' experience in similar position or office support position is desirable.
- Knowledge of standard software package (MS Office and newer versions).
- Experience in a Diplomatic Mission or organization would be an added advantage.

How to apply

Deadline for applications is the **11TH JUNE 2024** by **5PM**.

Applicants should submit their application letter, Curriculum Vitae (include email address) and copies of the Certificates to: the office email info@kenyaembassyireland.net

Or send to

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

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.
4. Applications received after closing date will not be considered.
5. Only those candidates that are short-listed for interviews will be notified.
6. Successful applicant will be engaged for a period of (6) six months probation period and thereafter , a period of one year renewable, subject to his/her performance.
7. Canvassing is not allowed and will lead to automatic disqualification.