

VACANCY

INVITATION FOR APPLICATION FOR THE POST OF CLERK AT THE KENYA HIGH COMMISSION IN KAMPALA

The Kenya High Commission of the Republic of Kenya invites application from suitably qualified persons to fill the position of Clerk at the Mission. Application should include a covering letter, CV and statement of claims directly addressing the educational qualifications, professional qualifications, other skills and experiences indicated below:

Description of this position

The successful applicant will work in the Mission that handles sensitive matters and relations between Kenya and Uganda and will among others roles handle the following;

- (i) Preparation of official documents
- (ii) Liaise with diplomatic Missions and other organizations on official matters
- (iii) Prepare for, receive and handle official guests for the Head of Mission
- (iv) Perform protocol duties within the Mission
- (v) Liaise with Government Ministries, Departments and Agencies in Uganda.

Educational qualifications

Applicants should possess Uganda Advanced Certificate of Education (A Levels) & Uganda Certificate of Education (O Levels) or Kenya Certificate of Secondary Education Mean Grade C plain.

Professional qualifications

- (i) Certificate in computer application skills from a recognized institution.
- (ii) Diploma in computer applications will be an *added advantage*

Other necessary skills and experiences

- (i) The individual should demonstrate high interpersonal and communication skills
- (ii) A minimum of 3 years' experience in a formal organization
- (iii) Ability to work under minimum supervision and to deliver expected results
- (iv) Must be a team player

Applicants should provide detailed contact information for two referees.

Applications should be addressed to;

The Charge d' Affaires a.i
Kenya High Commission
Plot 3, Upper Kololo Terrace,
KAMPALA

The application period will close on Wednesday, 18th May, 2022 at 4:00 pm.

Please note that only short-listed applicants for interview will be contacted.