



EMBASSY/PERMANENT MISSION OF THE REPUBLIC OF KENYA, VIENNA

VACANCY ANNOUNCEMENT

The Embassy/Permanent Mission of the Republic of Kenya in Vienna is seeking to employ a qualified person for the position of:

1. VACANCY KEV/01/2021 – TRANSLATOR

The Translator shall perform the following duties and responsibilities:

- a) Translate incoming mail, bills and reports (*German to English*),
- b) Translate outgoing letters and documents (*English to German*),
- c) Interpretation during official meetings and engagements,
- d) Research and analysis of news and thematic areas regarding the host country,
- e) Perform other duties as directed by the Head of Mission.

Qualifications, Skills & proficiencies

- Excellent understanding and writing of the German language.
- Two (2) years' experience in translation work.
- Recommendation for past work performance
- Good interpersonal skills

The position is for a duration of 24 months renewable, and successful applicant will be subject to Kenya Embassy/Permanent Mission Terms and Conditions of Service, as well as applicable Austrian laws and regulations.

Interested candidates should submit an application letter and attach a curriculum vitae, copies of academic and professional certificates, proof of residency, and any other testimonials to:

**The Ambassador/Permanent Representative
Embassy/Permanent Mission of the Republic of Kenya
Donau-City-Strasse 6, 1220
VIENNA.**

And send scanned copies to: vacancy@kenyaembassyvienna.at

Applications should reach the Embassy on or before **Friday 30th April, 2021 15:00hrs CET**. Only shortlisted candidates will be contacted for an interview, and they will be required to produce the original academic certificates, testimonials and proof of residency. The successful candidates will be expected to start working by **Wednesday 2nd June, 2021**

The Embassy/Permanent Mission of the Republic of Kenya in Vienna is an equal opportunity employer and does not discriminate in any way or form.