



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/02/2021 – OFFICE ASSISTANT/MESSENGER

The Office Assistant/Messenger shall perform the following duties and responsibilities:

- a) Coordinate the mailing and delivery of letters (hard copy).
- b) Conduct daily cleaning of offices and all common areas at the Chancery
- c) In charge of hospitality at the Mission,
- d) Perform other duties as directed by the Head of Mission

Qualifications, Skills & proficiencies

- KCSE Certificate or its local equivalent
- One (1) year experience.
- Recommendation for past work performance
- Written and verbal communication skills
- Good understanding of German language.
- 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.