



**EMBASSY OF THE REPUBLIC OF KENYA
ROME**

ADVERTISEMENT FOR VACANT POSITION OF MESSENGER/CLEANER/OFFICE ASSISTANT

The Embassy of the Republic of Kenya in Rome invites applications for the position of Messenger/Cleaner/Office Assistant

Terms of Service: Contract (Initial 2 years, renewable with good performance) with Annual Leave of 26 days.

Requirements for Appointment:

For appointment to this grade, an applicant must have: -

- i. Secondary school Education
- ii. Less than 45 years of age
- iii. At least 1-year work experience preferably in a similar position.
- iv. Good command of English and Italian language. Knowledge of Kiswahili will be an added advantage.
- v. Ability to work with office equipment e.g photocopier
- vi. Police Clearance
- vii. Curriculum vitae with three (3) referees
- viii. Must have Italian Citizenship/ a valid Legitimation Card/Residence Permit/Permanent Residence Permit

Duties and Responsibilities:

- Clean all offices and the boardroom: vacuum floor carpets; and clean desks, shelves, glass doors, windows (from inside) and surfaces of office equipment.
- Clean all common areas and storages such as reception area, corridors e.t.c
- Empty all wastepaper bins and shredder trays in the designated places.
- Ensure that furniture in offices, meeting rooms and reception area is always arranged in the required manner.
- Prepare and serve coffee/tea to the Mission staff.
- Collect and wash used cups and Cutlery.
- Assist in setting up the boardroom for meetings including preparing cups, glasses, water, tea, and coffee.
- Requisition supplies such as sugar, tea, coffee, water, milk, toilet paper and hand washing soap through the Administrative Attaché.
- Keep the office kitchen clean and in order.
- Adhere to prevailing health and safety regulations.
- Coordinate the maintenance of all Kitchen equipment
- Monitor and report the need for repairs
- Assist in picking mail from Mission's Mailbox as well as any other place as directed
- Collect and distribute mail/packages
- Post mail
- Maintain a mail register
- Any other duties as assigned

Key Skills and Competences

- i. Ability to sort out and organize large quantities of material for dispatch
- ii. Understanding of Embassy operations, procedures and requirements
- iii. Efficiency in the delivery of all listed services
- iv. Ability to focus on results for the client and respond positively to feedback
- v. Consistently approaching work with energy and a positive, constructive attitude.
- vi. Ethics and Integrity: Must be a person of proven honesty and integrity with no criminal record, maintain utmost professionalism, work ethics and confidentiality.
- vii. Teamwork: Very good interpersonal skills and ability to establish and maintain effective working relations with people in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity

Requirements:

Interested and qualified candidates should send their applications enclosing curriculum vitae to info@embassyofkenya.it with a copy to rome@embassyofkenya.it using the address below:

The Ambassador/Permanent Representative
Embassy of the Republic of Kenya
Viale Luca Gaurico 205
00143 ROME

All communication to be received by **16:00 hours on 16th August, 2024.**

