

VACANCY ANNOUNCEMENT

Position: Consular Assistant II

The Embassy of the Republic of Kenya in Rome is seeking to recruit a suitably qualified person for the position of Consular Assistant II. The successful applicant will join us in providing consular assistance to Kenyan nationals in Italy and its countries of accreditation and will play a key role in front-line service delivery, with a focus on consular assistance and to day-to-day administrative duties within the Consular Section.

Key Duties and Responsibilities

1. Providing consular assistance in accordance with the current Government of Kenya guidelines, in regards to issuing of visas, passports, resident/entry permits and passes.
2. Overseeing routine administrative tasks in the consular section including processing emergency travel documents, consular declarations, certificate of no impediment to marriage, birth certificates, certificate of good conduct, certificate of no impediment to transport human remains/ashes and related inquiries.
3. Preparation of applications for declaration of a dual and regaining citizenship.
4. Preparation and coordination with relevant authorities for facilitation of issuance of fingerprints.
5. Correspondence, outreach and provision of emergency services to Kenyan nationals in Italy and Countries of accreditation.
6. Maintaining close links with local authorities including, but not limited to, law enforcement, and correctional facilities.
7. Provide excellent customer service; including handling enquiries from members of the public while being confident in delivering difficult messages/managing expectations.

Qualifications and Experience

- I. A degree from an accredited university in any social sciences or a post-secondary school level qualification with demonstrable knowledge and understanding of consular issues, at least 3 years of relevant work experience and training related to the duties and specific areas of competence required by the position.
- II. Proficiency in the Microsoft Office suite is required.
- III. Excellent interpersonal skills and respect diversity
- IV. Ability to maintain high levels of confidentiality
- V. Fluency in both written and oral communication in English and Italian.
- VI. Possesses demonstrable problem solving skills and the ability to remain calm under pressure.
- VII. Ability to prioritise, effectively manages, and executes multiple tasks.
- VIII. A good knowledge of Kenya and , its language, and geography would be an added advantage
- IX. Kenyan nationals are especially encouraged to apply for the position

Interested applicants should send an up to date CV to

rome@embassyofkenya.it

rome@mfa.go.ke

The deadline for receipt of applications is 25th June, 2020

KENYA EMBASSY ROME

12/06/2020