



**EMBASSY OF THE REPUBLIC OF KENYA
ROME**

ADVERTISEMENT FOR VACANT POSITION OF CLERK

Embassy of the Republic of Kenya in Rome invites applications for the position of **Clerk**.

Terms of Service: Contractual One (1) Year renewable upon review of performance

Requirements, Qualifications and Experience:

Education, Experience & Age

- University Degree/Higher Diploma from a recognised academic institution
- Less than 45 years of age
- Minimum of two-years work experience preferably in a similar position.
- Experience in dealing with deadlines and confidential information
- Translation skills and experience

Skills & Languages

- Proficiency in computer programmes (Ms office applications such as Word, Excel)
- Fluency in both written and spoken English, Italian. Knowledge of Kiswahili is an added advantage.
- Interpersonal skills

Required Competencies and Values

The incumbent is expected to demonstrate the following values and competencies:

- **Inclusion and respect for diversity:** respects and promotes individual and cultural differences. Encourages diversity and inclusion
- **Integrity and transparency:** Maintains high ethical standards and acts in a manner consistent with organizational principles/rules and standards of conduct
- **Professionalism:** Demonstrates ability to work in a composed, competent, and committed manner

- **Team work:** Develops and promotes effective collaboration within and across units to achieve shared goals and optimize results
- **Accountability:** takes ownership for achieving the Organization's priorities and assumes responsibility for own actions and delegated work.
- **Communication:** Encourages and contributes to clear and open communication

Mandatory requirements

- Valid Police Clearance certificate.
- Certified Academic testimonials/certificates
- Curriculum vitae with telephone and email contacts including for three (3) referees
- Must have valid Italian residency permit/Italian citizenship

Core Functions / Responsibilities:

- Preparation of documents for labour consultant, photocopying, Manual and electronic filing, processing documents and Utility bills in liaison with Embassy accountant.
- Preparation of procurement documents to Mission's suppliers and contacts of service providers.
- Preparation and processing of all VAT exemption documents and follow-up with the Ministry of Foreign Affairs and International Cooperation of Italy.
- Facilitation at consular and front desk when need arises
- Translation: Translating from Italian into English and from English into Italian of protocol documents, legal documents, immigration documents, administrative documents and preparation of briefs from Italian news.
- Perform such other duties as may be assigned.

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

**The Ambassador/ Permanent Representative
Embassy of the Republic of Kenya
Viale Luca Gaurico, 205, 00143
Rome**

CLOSING DATE: 16TH DECEMBER 2024

Only shortlisted candidates will be contacted.

