

EMBASSY OF THE REPUBLIC OF KENYA IN THE NETHERLANDS

1. ANNOUNCEMENT OF VACANCY – ONE RECEPTIONIST (1)

Applications are invited for a suitably qualified candidate for one (1) position of a Receptionist at the Embassy of the Republic of Kenya, The Hague. The contract is for a period of six (6) months.

Duties and responsibilities

- i. Receiving and forwarding calls.
- ii. Receiving and forwarding messages.
- iii. Receiving and directing visitors as appropriate.
- iv. Answering general inquiries.
- v. Undertaking any administrative or clerical duties assigned.

Requirements for appointment

- A post high school diploma or advanced certificate.
- Proficiency in the English and Dutch language.
- Possess skills in information communication and technology.

Core attributes

- Good interpersonal and communication skills.
- Team player.
- Ability to multitask.

Interested applicants are requested to duly fill and submit the “APPLICATION FOR EMPLOYMENT” forms available at www.kenyaembassy.nl and attach the following documents:

- i. Copy of valid passport and identity card.
- ii. Copy of academic certificates.
- iii. Two passport size photographs.

2. ANNOUNCEMENT OF VACANCY – TWO DRIVERS (2)

Applications are invited for a suitably qualified candidate for two (2) positions of a driver at the Embassy of the Republic of Kenya, The Hague. The contract is for a period of six (6) months.

Shortlisted candidates will be required to produce their original documents when they come for the interview.

DUTIES AND RESPONSIBILITIES

- i. Transportation of officers and other authorized persons.
- ii. Ensuring the safety of the passengers and properties on board.
- iii. Ensuring that the vehicle is kept clean at all times.
- iv. Ensuring the Work Ticket is completed and journey authorized.
- v. Ensuring the vehicle is parked in a safe and secure environment.
- vi. Ensuring the car keys are kept safely.
- vii. Promptly reporting any incidents or accidents.
- viii. Performing any other duties and tasks as required by the Head of Mission or Embassy official.

REQUIREMENTS FOR APPOINTMENT

- A high school diploma/certificate.
- At least three (3) years driving experience.
- An EU/Dutch driving license.
- Knowledge of EU and Dutch traffic rules and regulations.
- Knowledge of satellite navigation.

CORE ATTRIBUTES

- Good interpersonal and communication skills.
- Fluency in English (knowledge of the Dutch Language is an added advantage).
- Ability to work with flexible work schedules including late evenings, holidays and weekends.

Interested applicants are requested to duly fill and submit the "APPLICATION FOR EMPLOYMENT" forms available at www.kenyaembassy.nl and attach the following documents:

- iv. Copy of their valid passport and identity card.
- v. Copy of residence permit for non-Dutch citizens.
- vi. Copy of valid driving license.
- vii. Copy of academic certificates.
- viii. Two passport size photographs.

Interested candidates are invited to email the duly filled Application Forms with a cover letter and curriculum vitae to info@kenyaembassy.nl and hague@mfa.go.ke before **28th October 2022**.

The Embassy of the Republic of Kenya
The Hague
THE NETHERLANDS