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Kenya High Commission Islamabad

Ref:

JOBS:

Applications are invited for the following posts in the Kenya High Commission, Islamabad. Interested and qualified persons are invited to make their applications and send by courier to Kenya High Commission, Islamabad, Plot #1,2,3, Street #27, Ramna 5, Diplomatic Enclave, P.O. Box 2097, Islamabad, Pakistan and to submit the same together with copies of the required certificates, testimonials and referees latest by close of business on Tuesday

7th September 2021.

- 1. OFFICE CLERK*
- 2. OFFICE CLEANER*

Office Clerical :

The Mission is looking for an effective, diligent and multi-skilled office clerk to assist in the smooth office operations. The office clerk is expected to undertake a variety of duties ranging from record keeping, front office operations to basic bookkeeping. The candidate must be reliable, hardworking and with good communication skills. He/she should be familiar with use of office equipment and procedures.

Responsibilities

- Maintain office records so that they remain updated and easily accessible
- Sort and distribute incoming mail and prepare outgoing mail
- Front Office operations, take messages or redirect calls to appropriate persons
- Utilize office appliances and familiar with MS Office
- Undertake basic bookkeeping tasks
- Take minutes of meetings and dictations
- Assist in office management and organization procedures



- Assist in making travel arrangements and booking venues for conferences and events
- Perform other office duties as assigned

SKILLS

- Proficiency in English language both spoken and written
- Proven experience as office clerk or other clerical position
- Familiarity with office procedures and basic accounting principles
- Working knowledge of office devices and processes
- A fast typist with knowledge in taking dictations
- Very good knowledge of MS Office
- Excellent communication and organizational skills
- Very good multi-tasking abilities
- Strong interpersonal and problem-solving abilities
- Highly responsible & reliable
- Ability to work cohesively as a good team player

Education,

- High school certificate and Diploma in Front office/Office Administration
- Previous Work experience and good references.

Experience

Two (2) years' experience in a similar position.

Office Cleaner

The Mission is looking for a reliable, hardworking and experienced Office Cleaner who has the ability to work diligently to help maintain cleanliness of the office environment. The Office Cleaner is expected to undertake a variety of duties in the office which include the following:-

- Responsible for day to day cleaning of office environment with minimum supervision.
- Monitor and maintain sanitation and organization of assigned areas.

- Assist other departments when needed to ensure optimum service to other office Staff.
- Perform additional duties as and when needed.

Personal attributes and Skills of Office Cleaner

- Excellent communication and organizational skills
- Strong interpersonal and problem-solving abilities
- Highly responsible & reliable
- Ability to work cohesively as part of a team

Education and experience, requirements:

- Basic Education with ability to communicate in English
- Previous cleaning experience plus good references.

