



Kenya High Commission - Canberra

Vacancy for the post of Receptionist

Applications are invited from qualified persons for the position of Receptionist at the High Commission of the Republic of Kenya

Requirements/ Qualifications

1. Fluent in English language.
2. Work experience, preferably in government/ public sector
3. Good communication skills, pleasant and positive attitude.
4. College/ High School Diploma/ Certificate.
5. Computer skills, particularly in MS Office.
6. Police Check Certificate.
7. Flexibility and ability to adapt.

Duties and Responsibilities

1. Telephone operator
2. Attending to customers -provide reception services
3. Receiving and processing of application forms for consular and immigration documents
4. Liaising with Immigration Attaché on Processing of visas and other applications
5. Liaising with the Immigration Attaché on delivery and safe custody of accountable documents
6. Any other duties as may be assigned.

Interested and qualified persons are requested to submit their applications through the following email address: khc-canberra@kenya.asn.au and copy to: secondcounsellor@kenya.asn.au

Applications should reach the High Commission on or before Friday 27th October 2023 latest 4:00pm.

Please Note: i) Only shortlisted and successful candidates will be contacted.

ii) **Only residents of Australia are eligible**