Job Advertisement

Advert No. KEK/HRM/1-2026/2027
Date : 6th November 2026

1. The Embassy of the Republic of Kenya in Kinshasa has the following job vacancies : -
    a) Accounts Assistant (1 post);
    b) Technical Assistant (2 posts);
    c) Consular Aide/Receptionist (1 post);
    d) Driver (5 posts)
    e) Cleaner (1 post)
    f) Gardener (2 posts)

2. The job requirements and other details are attached overleaf.

3. How to Apply

    Interested candidates should submit the following documents via email to kinshasa@mfa.go.ke or deliver them physically to the Embassy at Avenue Roi Baudouin 102, Gombe, Kinshasa on or before 16th November 2026.
    a. A formal Cover Letter addressed to the Head of Chancery.
    b. An Updated Curriculum Vitae (CV) with a recent passport-sized photograph.
    c. Copies of academic and professional certificates.
    d. Contact information for [2-3] professional references.

Accounts Assistant (1)

Accounts Assistant will be responsible for managing the day-to-day financial operations, bookkeeping, and budget tracking of the mission under the supervision of Financial Attache. This role requires exceptional precision, discretion, and compliance.

Key Responsibilities

Invoice & Payment Processing: Verifying incoming invoices, bills, and expense claims against contracts or purchase orders, then preparing payment vouchers and executing local bank transfers

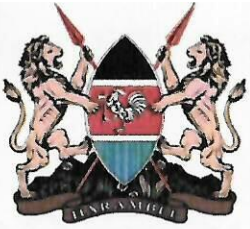
Budget Tracking & Reporting: Encoding financial commitments into the mission's proprietary enterprise software and assisting with monthly, annual, or end-of-year financial returns.

Payroll & Staff Liquidity: Managing payroll for Locally Engaged (LE) staff, processing income tax or social security requirements, and handling petty cash accounts.

Audit Support : Maintaining pristine physical and digital financial archives to facilitate rigorous internal and external governmental audits.

Typical Requirements & Selection Criteria

Requirement	Details
Education	A Basic degree/ diploma in accounting, finance, or business administration. Professional certifications (e.g., CPA, ACCA) are highly valued.
Experience	Typically 3 to 4 years of bookkeeping or accounts payable experience. Prior experience with an NGO, embassy, or multinational body is a major asset.
Technical Skills	Mastery of advanced Excel, standard ERP systems, or mission-specific accounting software.
Languages	Complete fluency in Kiswahili, English and French.
Security Clearance	Candidates must successfully pass background checks to obtain an official security clearance given the sensitive environment.



Technical Assistant/Translator (2)

The Assistants are supervised by the Head of Mission and/or a Home-Based Officer and will be charged with the execution of various tasks related to the operation of the Embassy, and specific tasks as assigned. The responsibilities of this office include but are not limited to:

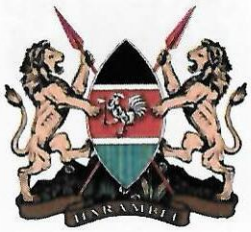
i. Assist in preparing evaluation reports and update projects files. Prepare minutes of project meetings. Prepare all documentation for meetings and conferences to be attended by the Head of Mission and/or Home- Based Officers.
ii. Make reservations for official appointments, hotel accommodations, meetings of the and other related tasks;
iii. Translates documents (between English and French) and serves as an available interpreter for Embassy personnel or Nairobi visitors;
iv. Translate all correspondence and remarks for the Head of Mission and Deputy Head of Mission;
v. Regularly charged with the official translation of a wide range of material from English into French and from French into English, including items of official, political, scientific, technical, legal, economic or military nature (e.g. reports, legal codes, agreements, Embassy contracts, diplomatic notes and technical documents);
vi. Initiates diplomatic notes in English and translates them into French and maintains a chronological record of all translations and official correspondence drafted;
vii. Handles as assigned specific technical matters of different sections of the Embassy; and,
viii. Other duties as may be assigned from time to time.

Competencies

i. Effective organizational skills and ability to handle work in an efficient and timely manner;
ii. Core competencies include professional communication, problem solving, initiative and negotiation;
iii. A working knowledge of the diplomacy;
iv. A working knowledge of Kenya, its government, culture and people.;
v. Exhibit professionalism in appearance and performance, and;
vi. Savvy in Information Communication Technology matters.

Educational Requirements

Minimum Requirement: College Graduate, B.A/BSc Political Science, Economics, Business (required)



A Graduate degree is an added advantage.

Experience

i. Prior experience working in an Embassy or Foreign Service will be given high consideration;
ii. Government or public office experience;
iii. Protocol or liaison work;
iv. Event Planning, and;
v. Organizational leadership.

Consul Aide/Receptionist (1)

The incumbent will:

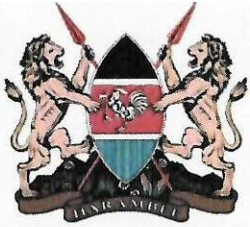
i. Ensure efficient running of the reception, handling all telephone and customer enquiries in a prompt and professional manner;
ii. Receive all visitors to the Embassy and welcome visitors in a courteous manner;
iii. Provide general information and assistance and/or direct visitors to appropriate office;
iv. To monitor the internal camera system in the front office and report any incident or fault to the Security manager;
v. Be a first response officer to manage the reception area and manage guests and visitors; including Consular assistance and alert staff in case of any incident (including fire alarm).
vi. To liaise with nominated courier service provider and co-ordinate courier dispatches and 'by-hand' deliveries and recording the same in the system.
vii. Operate telephone switchboard:
   • Place and receive calls;
   • Maintain records of telephone usage and assist with the preparation of invoices for 'private use' of telephones;
   • Report all telephone/voicemail problems;
viii. Maintain the Embassy's Contacts Database.
ix. Assist the Consular Section with initial consular and passport inquiries and:
   • Key in data entry to the Registry of Kenyan Citizens, as required; and
   • Maintain up to date Travel Advice notices in reception.
x. Ensure reception area, notice boards and audio-visual equipment is maintained in a clean and orderly manner;
xi. To undertake a monthly update of the internal telephone directories;
xii. Maintain and manage booking of Conference room and meeting rooms; and
xiii. Other duties as may be assigned from time to time.

Education

A Basic degree/diploma certificate hospitality or closely related field is required.

Experience and Competences

- Demonstrated practical experience as a receptionist;

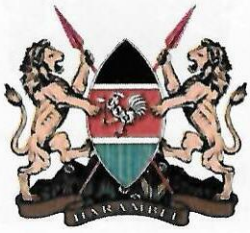


- Polite and courteous telephone manner and high levels of accuracy in recording and distributing messages in English;
- Demonstrated history of delivering high-level client services, in a courteous and polite manner with a strong customer focus;
- Strong oral and written communication skills in English and French. A working knowledge of Kiswahili would be an advantage;
- Good organizational and interpersonal skills;
- Demonstrated experience in maintaining the appointments schedule of senior executives and developing forward planning programs;
- Advanced computer proficiency in Microsoft Office and database management system. Knowledge of Excel would be an advantage;
- Proven ability to take initiative, respond to challenges and set priorities and meet deadlines;
- Proven ability to adapt to different work environments, including working in a cross-cultural environment;
- A team player, able to deliver high-quality work under pressure;
- Patient and polite with good interpersonal skills, and
- Experience of having worked in a customer driven environment will be an added advantage.
- Excellent customer service skills;
- Excellent organization and communication skills;
- Ability to organize time, work independently, coordinate and prioritize multiple tasks to ensure that deadlines are met and applications are processed in a timely manner, and;
- Strong computer skills and proficiency in using Microsoft Office applications.

Driver (5)

The primary duties for the driver are to:

- Transport the Staff, VIP visitors, and senior Embassy Officers;
- Work a staggered schedule whenever necessary: starting early and finishing late and some weekend and holiday work is required;
- Selects routes that meet security guidelines and that the vehicle protective security features are always in proper order;
- Advises and liaises with the Office on all logistical matters relating to external meetings and functions;
- Advises and liaises on external meeting schedule and drive times between destinations;
- Liaises with the Transport Officer to ensure the upkeep of the Embassy Government-owned vehicles and maintenance and roadworthiness of the Embassy vehicles;
- Undertakes tasks such as servicing, registration, insurance, and grooming, to include washing the interior and exterior and vacuuming interior weekly or more as required.



- Work overtime when required;
- Assist as required with official visits of VIPs;
- Performs other related duties as assigned to include assisting with pickup and delivery of priority mail.

Education Completion of secondary school required.
Prior Work Experience: A minimum of three (3) years chauffeur driving experience, or equivalent, is required. One year of previous driving experience is desirable.
Language Proficiency: Good working knowledge of English and French ability both oral and written is required.
Job Knowledge: Ensures routine maintenance and roadworthiness of all Embassy vehicles. This includes servicing, registration, insurance, etc.
The incumbent must ensure that security guidelines are followed in route selection and that the vehicle protective security features are always in proper order.
Skills and Abilities: A valid, current and clean DRC driver's license is mandatory. The incumbent must be able to exercise tact, discretion, and diplomacy. Basic word processing skills and the ability to work Excel spreadsheets are required. Must be able to manage multiple calendars in Microsoft Outlook and advanced map reading skills are required.

Cleaner (1)

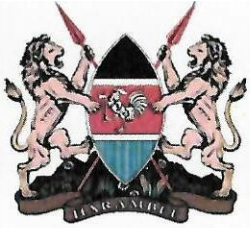
A cleaner position involves maintaining high standards of hygiene, safety, and presentation across official buildings, offices, and residences.

Key Responsibilities

- Daily Cleaning: Sweep, mop, vacuum, and dust offices, hallways, conference rooms, and reception areas.
- Restrooms & Kitchens: Clean and sanitize restrooms, restock toiletries, and wash kitchen utensils, cups, and dishware.
- Event Support: Set up or clean rooms before and after official functions, diplomatic meetings, or VIP visits.
- Facility Upkeep: Dispose of waste properly, water indoor plants or garden spaces, and report maintenance or repair needs to the administration.
- Hospitality (Sometimes): Serve coffee, tea, or light refreshments to guests and delegations when requested.

Typical Requirements

- Education: Basic high school diploma
- Experience: 1 to 2 years of prior cleaning or housekeeping experience in a commercial, office, or institutional setting.



- Safety & Knowledge: Understanding of safe chemical handling, basic cleaning equipment, and workplace health and safety (OHS) standards.
- Language Skills: Working knowledge of Kiswahili, English and French.
- Background Check: Diplomatic missions often require security clearances, reference letters, a clean background check, and valid local identification.

Gardener (2)

A gardener maintains the grounds, chanceries, office buildings, and official residences of ambassador or principal officials.

Key Responsibilities

- Horticulture & Landscaping: Soil preparation, planting, pruning, trimming, weeding, fertilizing, and transplanting trees, lawns, shrubs, and flowers.
- Grounds Upkeep: Keeping walkways, steps, green spaces, and entryways clean and clear of debris, leaves, and trash.
- Resource & Water Management : Monitoring watering systems and hoses to maintain lawns efficiently without wasting water.

Typical Requirements

- Experience: Usually, 1 to 3+ years of practical experience in gardening, landscaping, or grounds maintenance; prior experience with diplomatic missions, international organizations, or high-standard private estates is a strong plus
- Language Skills: Proficiency in Kiswahili, English and French.
- Certifications: Formal training, certificates, or diplomas in horticulture or landscaping can be an advantage.