

# Embassy of the Republic of Korea



## Vacancy Announcement

**The Embassy of the Republic of Korea** in Nairobi seeks a suitable qualified Kenyan staff in the office of consular department. Detailed information is as below:

### **Key Duties and Responsibilities:**

- Coordinating visa and consular services.
- Manning the reception.
- Facilitating communication between the Embassy and Government Ministries, other international organizations
- Any other additional administrative work as may be required by the Embassy
- Drafting of relevant note verbales, letters, reports and other official documents for the Embassy
- The successful candidate will work under the supervision of the consul.

### **Qualifications**

- Minimum Bachelor's Degree preferably in social science / law / humanities / Arts
- Minimum of 3 years continuous working experience in any reputable institution preferably Government organization, other diplomatic mission or international organizations
- Good command of English and Kiswahili (written and oral skills); Good knowledge of Korean language is an added advantage.
- Respect for ethical standards, data protection and high standards of integrity.
- Demonstrate sound work ethics
- Excellent organizational and communication skills
- Flexible and ability to work under pressure.
- Analytical and problem solving skills
- Medically fit to work in the Embassy
- Be fully computer literate (incl. MS word(Typing), Excel)

**Interested applicants** should drop their applications at the drop box of Korean Embassy, Reception, 1<sup>st</sup> Floor, MISHA Tower, WESTLANDS Road (Compound #47).

Applicants **should submit** the following documents;

**(1)Duly filled ‘Employment Application Information Sheet’** (Posted in the Embassy’s homepage) shall be sent to the Embassy’s email (**admin\_ke@mofa.go.kr**) **within 12 hours** after dropping below mentioned Attached Documents.)

**(2)Attached Documents:** Self Introduction Letter, Copy of National I.D. card, Curriculum vitae, Copies of education certificates and Transcripts, Police clearance certificate, Career certificate, Recommendation letter from the previous employers, Qualification certificates mentioned in the C.V., Copy of NSSF card and NHIF card

Deadline for the submission is **Friday, 29th November 2024, by 16:00pm.** (Embassy Reception will open 8am to 4pm, Monday to Friday.)

Kindly also note that if you are found to be medically not fit to work in Korean Embassy or any documents are found to be false, or if there is any reason that Korean government can refuse, the employment can be cancelled even after the notification of passing the final interview.

👉 **Kindly note that if you are not contacted by 13th December 2024, you have not been shortlisted.**

**Contact :**

**Embassy of the Republic of Korea (Tel: 020 361 5000 / Email: [admin\\_ke@mofa.go.kr](mailto:admin_ke@mofa.go.kr))**

### **Time Schedule**

- 1) Receiving Applications: 18th ~ 29<sup>th</sup> November 2024
- 2) Interview: between 9<sup>th</sup> <sup>and</sup> 13th December 2024
- 3) Final Selection: by 13th December 2024
- 4) Expected work start date : 2nd January 2025