



EMBASSY OF THE REPUBLIC OF KENYA WASHINGTON, D.C.

KEW/18/HRM/CONF/12

31st August 2018

JOB VACANCY: REGISTRY CLERK

The Embassy of the Republic of Kenya in Washington DC invites applications from suitably qualified persons for the position of a Registry Clerk who will be employed on a two (2) year renewable contract.

Duties and Responsibilities

The qualified person shall:

- Be able to manage a general registry
- Classify and label documents and file accordingly
- Inputting of information into databases and systems
- Maintain accurate records of document orders and movements
- Archive closed general files or information that is inactive or no longer relevant
- Respond to customer queries in person, by email, by post or by phone.
- Securing physical work spaces and storing document and information securely and
- Any other duties that may be assigned

Qualifications

- A minimum of High school diploma or its equivalent. Completed courses or certificates in Information Technology (IT), or any Management courses is an added advantage
- An excellent communicator with ability to understand , speak read and write English
- Strong attention to detail
- Time management
- Decision making and organizational skills
- Excellent customer service skills and interpersonal skills

Applications with relevant testimonials and contact details of two (2) referees should be submitted by email on or before fourteen (14) days from the above stipulated date to:-

The Deputy Chief of Mission
Embassy of the Republic of Kenya
2249 R Street NW, Washington, DC 20008
Email : dcm@kenyaembassydc.org

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