



EMBASSY OF THE REPUBLIC OF KENYA  
2249 R. Street, NW, Washington, DC 20008  
Tel: (202) 387-6101 Fax No: (202) 462 3829

### **ADVERTISEMENT FOR THE POSITION OF ADMINISTRATIVE ASSISTANT**

Applications are invited from suitable candidates for one (1) vacant position of Administrative Assistant at the Embassy of the Republic of Kenya in Washington, D.C., on a two (2) year contract, renewable subject to satisfactory performance. Interested and qualified persons are required to submit their applications by **20<sup>th</sup> February, 2026 at 1:00 PM EDT** through [jobs@kenyaembassydc.org](mailto:jobs@kenyaembassydc.org) OR through a letter addressed to: -

**The Ambassador**  
Embassy of the Republic of Kenya  
2249 R Street, NW  
WASHINGTON D.C 20008 U.S.A.

#### **A. Duties and Responsibilities**

1. Providing comprehensive administrative and operational support;
2. Managing official correspondence, records, and filing systems;
3. Coordinating meetings, events, and related logistical arrangements;
4. Supporting office protocol, etiquette, and general administrative operations;
5. Handling communications, inquiries, and public interactions;
6. Managing office resources, supplies, and equipment;
7. Delivering exceptional customer service and contributing to positive public relations; and
8. Performing other related duties as may be assigned in support of organizational objectives.

#### **B. Skills and Competencies**

1. Proven technical and professional competencies in office administration;
2. Have analytical and problem solving skills;
3. Exceptional communication and interpersonal skills;
4. Excellent Organizational and administrative skills; and
5. Outstanding personal attributes.

#### **C. Academic and Professional Qualifications**

1. Possess a Bachelor's Degree in Business Administration, Social Sciences, or an equivalent from a recognized university;
2. Minimum of 2 years' experience in a relevant field; and
3. Be proficient in ICT, including the MS Office Suite.

#### **D. Requirements**

1. Possess valid U.S. citizenship, permanent residence/Green Card, or valid work authorization as per U.S. immigration law;
2. Must have current police clearance or current certificate of good conduct;
3. Attach Curriculum Vitae (CV) that includes at least two (2) professional referees; and
4. Attach copies of all relevant academic and professional certificates and supporting testimonials.

#### **E. Please Note**

1. Only shortlisted applicants will be contacted for interviews;
2. Shortlisted candidates shall be required to produce original certificates, documents and testimonials during interviews; and
3. Any form of canvassing will result in automatic disqualification of the applicant.