



KENYA HIGH COMMISSION
OTTAWA

VACANT POSITIONS

1. HOUSEKEEPER (1 position)

Duties and Responsibilities

- i) In charge of all housekeeping business at the Ambassador's house as guided or instructed by the Head of Mission;
- ii) Responsible for answering telephone calls and taking messages at all times;
- iii) Ensure the equipment installed in the residence are operated according to applicable safety standards and report in case of faults;
- iv) Arrange for disposal of garbage;
- v) Purchase of cleaning materials and supplies;
- vi) Stock control of supplies;
- vii) Responsible for cleaning the Residence;
- viii) Maintain rooms in a tidy condition at all times;
- ix) Perform laundry services and ironing of clothes and garments;
- x) Any other duties that may be assigned by the High Commissioner.

Requirements:

- i) A Canadian Citizen, Permanent Resident or Legal Status;
- ii) At least three years working experience in similar job;
- iii) Tertiary education;
- iv) Certificate of good conduct from the RCMP.

2. RECORDS CLERK (1 POSITION)

Duties and Responsibilities

- i) General maintenance of the Mission's records;
- ii) Assist with the maintenance of the office registry;
- iii) Assist with the administration of display materials and publications;
- iv) Assist with the organization of National Days' activities;

- v) Assist in the management of the library services
- vi) Assist with display and exhibition activities
- vii) Any other duties as assigned by the Head of Mission.

Requirements:

- i) A Canadian Citizen, Permanent Resident or Legal Status;
- ii) At least three years working experience in Government originations;
- iii) High level of experience especially handling confidential records;
- iv) Tertiary education;
- v) Certificate of good conduct from RCMP.

Applications to be forwarded to the Mission on or before **October 7th 2022** through email address: customercare@kenyahighcommission.ca or mailed to;

**The High Commissioner,
Kenya High Commission,
415 Laurier Avenue East,
K1N 6R4 Ottawa, Ontario,**

