ADVERTISEMENT JOB OPPORTUNITY

High Commission of Pakistan in Nairobi is seeking services of a Receptionist, to occupy a full-time position of Receptionist in the Diplomatic Section of the High Commission.

REQUIREMENTS:

- Applicant must be in possession of a relevant degree/diploma from a certified institute.
- Prior working experience will be preferred.
- Understanding of work environment of international organization/Embassy/High Commission and holding a bachelor's degree will be given additional weightage during the selection process.
- Proficiency in English and local language(s). Added advantage may be given if the candidate is proficient in other international language(s).
- Very good communication skills.
- Computer proficiency (MS Word, Excel, PowerPoint, Database, Internet use; etc).
- Good Interpersonal skills and ability to work well within a team environment.
- Multitasking and ability to meet deadlines.
- Flexibility to work after office hours and during weekends.

CLOSING DATE:

- Applications must reach the High Commission (either by email or by post) on/before May 16, 2025 before office closing hours (i.e. 1700 hours).
- CVs must be in English language.
- Candidates may send their CVs via email at hoc@pakhc.ke OR post at the following address:

Head of Chancery, High Commission of Pakistan, St. Michael's Road, Westlands, P.O. Box 30045, 00100, Nairobi, Kenya.

- > Only applicants with the right to employment in Kenya may apply.
- Appointment will be subject to a process of reference checking, qualification verification and security clearance.
- Applications received after the closing date will not be entertained.
- The office reserves the right to contact all/short listed candidates only for interview.