EMBASSY OF KENYA, PARIS

VACANCY: RECEPTIONIST

The Embassy of Kenya in Paris is seeking reliable and professional person to fill in the position of a Receptionist at the Embassy. The Receptionist is the first point of contact for the Embassy, managing telephone and in-person inquiries, receiving visitors, and handling deliveries in accordance with security protocols. The position also includes a range of consular responsibilities and oversight of several internal service-related duties, as well as translation of documents from French to English and vice versa.

Key Responsibilities

Among others:-

- Welcome and assist visitors, delegations, and callers in a professional manner.
- Manage the Embassy's main telephone line and email inquiries.
- Coordinate visitor access and maintain security protocols at the reception desk.
- Support the Administrative Sections with appointment scheduling.
- Handle incoming/outgoing mail and courier services.
- Maintain an orderly reception area and ensure a positive first impression.
- Perform other administrative duties as may be assigned from time to time.

Qualifications & Skills

- Experience in reception, customer service, or administrative support.
- Excellent communication skills in English and French (oral and written). Fluency in Kiswahili is will be an added advantage.
- Strong interpersonal skills.
- Proficiency in standard office software (Word, Outlook, Excel, etc.).
- Ability to multitask and work under pressure.
- Eligibility to live and work in France.

Terms & Conditions

Start date: As soon as possible
Monthly salary: €1,928
Working hours: 09:00 – 13:00 and 14:00 – 17:00 from Monday to Friday.
Annual leave: 30 days per year (plus public holidays and compensatory days for weekend work).
Application procedure and deadline:
E-mail your cover letter and CV, including contacts of two referees, to **parisreception@mfa.go.ke** by close of business on Friday, 2nd January 2026.

****Only shortlisted candidates will be contacted.**