



EMBASSY OF KENYA, PARIS

VACANCY: CONSULAR ASSISTANT

The Embassy of Kenya in Paris is seeking a reliable and professional person to fill the position of Consular Assistant at the Embassy. The Consular Assistant is Key to synchronizing Kenyan documents in relation to the laws which assist Kenyans to work and live and work in France and countries of accreditation, managing telephone and in-person inquiries, receiving applicants, handling documents, and issuing receipts for cash payments and bank transfers. 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 document applicants and callers in a professional manner.
- Receive and verify consular requests and forward to the Consular Officer.
- Prepare requisitions and necessary documents for the Consular Officer, including travel documents, birth certificates, certificates of good conduct and authentication.
- Translation of documents from French to English and vice versa.
- Handle incoming/outgoing mail and courier services.
- Maintain an appropriate filing system and diaspora database.
- Respond to requests by email and telephone;
- Provide information to Kenyans on local laws, customs, procedures and documentation regarding marriage, divorce, registration of newborn Kenyans, driver's licenses, death certificates, etc.
- Perform other duties as may be assigned from time to time.

Qualifications & Skills

- Holder of a University degree (Bachelor's)
- Experience in Public relations, customer service, or office administration.
- Should have Knowledge about local laws, customs, procedures and documentation.
- Excellent communication skills in English and French (oral and written). Fluency in Kiswahili 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 (Must be a holder of a valid resident card)

**Terms & Conditions**

Start date: As soon as possible

Monthly salary: €1,980

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, 4th September 2026.

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