



EMBASSY OF THE REPUBLIC OF KENYA

ROME

VACANCY ANNOUNCEMENT FOR POSITION OF CONSULAR ASSISTANT II

The Embassy of the Republic of Kenya in Rome is seeking to recruit a suitably qualified person for the position of Consular Assistant II. The position is for a fixed-term one (1) year renewable based on performance and in line with Italian labour laws.

Mandatory Requirements and Qualifications

1. A Bachelor's degree from an accredited university in any social sciences;
2. Relevant work experience and training related to the duties and Specific areas of competence required by the position. Possession of experience in fingerprint enrollment will be an added advantage;
3. Proficiency in the Microsoft Office suite is required;
4. Fluency in both written and oral communication in English and Italian (minimum C1 level);
5. Valid Italian residence or work permit; and
6. Valid police clearance certificate

Key Duties and Responsibilities

- I. Overseeing routine administrative tasks in the consular section including applications for emergency travel documents, passports, consular declarations, certificate of no impediment to marriage, birth certificates, certificate of good conduct, certificate of no impediment to transport human remains/ashes and related inquiries;
- II. Checking completeness of applications and advising applicants on requirements and procedures;
- III. Advising customers on payments and receipting all payments for the chargeable consular services;
- IV. Provide excellent customer service; including responding to public inquiries by phone and email;
- V. Assisting in the preparation of consular returns and reports – monthly, quarterly and annually;
- VI. Assisting the Mission with planning for events and activities;
- VII. Providing written translation of consular documentation;
- VIII. Perform any other duties as directed by the Head of Mission or the responsible officer.

Interested applicants should send their applications in **English**, enclosing copies of the mandatory required documents and an up to date resume, with details of qualifications, experience, telephone contact, email address and names of three (3) referees to: info@embassyofkenya.it with copy to rome@embassyofkenya.it, by **24th June, 2026**.