



**AUSTRALIAN HIGH COMMISSION, NAIROBI
VACANCY
PROTOCOL AND TRAVEL OFFICER**

Duties:

The Australian High Commission is seeking a suitably qualified applicant to fill the position of Protocol and Travel Officer. The applicant should have general administrative experience having worked in a vibrant international environment to fill the position in the Administration section. The successful applicant will need to work well as part of a team and have an appreciation of the high standards of integrity required by the Australian High Commission.

Selection Criteria:

- Experience in travel and/or client services
- Experience and liaison with Ministry of Foreign Affairs and other Government of Kenya departments and local authorities.
- Knowledge of customs clearance and procedures desirable
- Ability to manage own workload to meet deadlines, take initiative, adapt and respond to challenges and set priorities.
- A strong and demonstrable understanding of the importance of client service
- A high level of management skills and ability to build productive working relationships.
- Have fluent command of English with strong written and oral communication skills.
- Demonstrated sound judgment, strong communication and interpersonal skills.
- Ability and interest to work in an international context and cross-cultural environment.

The position will be filled at the LE4 level at a salary rate of KES147,223 per month. The successful candidate will be required to work from Monday to Thursday from 0745hrs to 1630hrs and Fridays from 0745hrs to 1200hrs. Occasional overtime may be required.

Position will be available in September 2014.
Applications will be received until 1200hrs Friday 22 August 2014.

Application requirements:

If you believe you fulfil the requirements of the position, you are invited to submit a written application that addresses the above selection criteria in detail. Your application should clearly explain the reasons why you are suitable for the position. Please include the contact details of 2 working references that can be contacted by telephone. Applications must be **hand delivered or courier-delivered** to the Australian High Commission in a sealed envelope addressed to the Senior Administrative Officer. Please write the position applied for in the top left-hand corner. **Only applications that fully meet the above criteria will be considered.**

The Australian High Commission is an equal opportunity employer