



## **EMBASSY OF THE REPUBLIC OF KENYA BERN, SWITZERLAND**

### **VACANCY NO. 1/2026 FOR THE POSITION OF ACCOUNTS CLERK/TRANSLATOR**

Applications are invited from suitable candidates for the vacant position of Accounts Clerk/Translator to serve at the Embassy of the Republic of Kenya in Bern on a two (2) year contract, which may be renewed subject to performance. Interested and qualified persons are required to submit their applications by Thursday, 30<sup>th</sup> April 2026 at 17.00 hours through [bern@mfa.go.ke](mailto:bern@mfa.go.ke) with copy to [admin@kenyaembassy-bern.ch](mailto:admin@kenyaembassy-bern.ch) **OR** through postal letter addressed to:-

**The Ambassador**  
Embassy of the Republic of Kenya  
Seilerstrasse 4, 3011  
**Bern, Switzerland**

#### **A. Duties and Responsibilities**

1. Manage correspondence, documentation and information in the accounts section.
2. Perform accounting tasks as assigned by and under the supervision of the Financial Attaché
3. Perform clerical duties such as photocopying, typing, e-mailing, and filing
4. Assist with obtaining quotations for procurement of Stores/items
5. Data entry by recording all the receivable and payments in the Embassy Vote book
6. Processing and filing tax refund claims for the Embassy invoices
7. Reconciliation of all consular services payments made to the Embassy bank accounts
8. Verification of invoices before payment are processed
9. Filing and processing of medical invoices to the Insurance firm for reimbursement purposes
10. Record keeping by ensuring that all monthly returns duplicate copies are maintained at the Embassy
11. Manage office facilities
12. Maintain confidentiality of documents and information received
13. Maintain integrity of work ethics in the Embassy and Section
14. Undertake German-English translation of documents as well as interpretation
15. Accompany Officers to meetings, functions, and other events that may require interpretation
16. Provide relief services at the Reception as assigned/requested
17. Ensure that all ICT equipment are working optimally
18. Ensure ICT requirements, updates (e.g., antivirus) and network fees are made in time
19. Maintain record of consular fees, receipt books and consular booklets in consultation with the officer handling consular/Immigration matters
20. Maintenance of the Embassy website, updating and back up
21. Any other Duties as assigned

## **B. Skills and Competencies**

1. Proven technical and professional competencies in accounting services
2. Good communication and interpersonal skills
3. Good planning, organizing, and administrative skills
4. Time management
5. Attention to details
6. Teamwork and Creativity
7. Problem solving and customer service skills

## **C. Academic and Professional Qualifications**

1. Accounting qualifications such as a CPA 1, or a Bachelor of Commerce with Accounting option
2. Aptitude for ICT and technical work processes (including the MS Office)

## **D. Requirements**

1. Applicants must have Swiss citizenship/valid Legitimation card/ Residence permit (B or C permit)
2. Fluency in English (native speaker level) is essential and very good command of German language and good writing skills in both languages. Knowledge of Kiswahili will be an added advantage
3. Good character with no criminal record (avail Police Clearance Certificate/Good Conduct Certificate)
4. At least 5 years working experience in a busy environment performing accounting responsibilities/ Experience of administration tasks and procedures
5. Applicants are required to attach their Curriculum Vitae (CV), supporting testimonials, copies of all relevant academic and professional certificates to their application
6. Previous experience in a similar post will be an added advantage
7. Provide at least two (2) referees in the CV

## **E. Kindly Note**

1. Only shortlisted applicants will be contacted for interviews
2. Shortlisted applicants shall be required to produce original certificates, documents and other testimonials during the interviews
3. Any form of canvassing will lead to automatic disqualification of the applicant