

ACCOUNTS CLERK/TRANSLATOR

POST V/NO. 1/2023

EXPIRY DATE: 14/04/2023

Terms of Service: Contract (initial 2yrs, renewable with good performance) with an Annual leave of 30 days

Requirements for Appointment:

For appointment to this grade, an applicant must have: –

- (i) Accounting qualifications such as a CPA 1, or a Bachelor of Commerce with Accounting option
- (ii) Good character with no criminal record
- (iii) Good communication and interpersonal skills
- (iv) 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
- (v) A demonstrated high degree of professional competence and confidence in their job
- (vi) At least 5 years working experience in a busy environment performing accounting responsibilities/ Experience of administration tasks and procedures
- (vii) Flexibility and ability to work within a team and autonomously
- (viii) Aptitude for IT and technical work processes
- (ix) Meet the requirements of Chapter Six of the Constitution of Kenya on integrity
- (x) A knowledge of Switzerland, and *an understanding of passport, visa and consular functions of an Embassy/Consulate are desirable, but not essential. On the job training will be provided.*

Main Duties and Responsibilities:

- Manage correspondence, documentation and information in the accounts section.
- Perform accounting tasks as assigned by and under the supervision of the Financial Attaché
- Perform clerical duties such as photocopying, typing, e-mailing, and filing
- Assist in Procurement of Stores.
- Manage office facilities.
- Maintain confidentiality of documents and information received
- Maintain integrity of work ethics in the Mission and Section
- Undertake German-English translation of documents as well as interpretation.
- Accompany Officers to meetings, seminars, functions, and other events that may require interpretation.
- Provide relief services at the Reception as assigned/requested
- Ensure that all ICT equipment are working optimally.
- Ensure ICT requirements, updates (e.g., antivirus) and network fees are made in time.
- *Manage correspondence, documentation and information in the consular section.*
- *Perform consular tasks as assigned by the officer dealing with immigration and consular matters*
- *Handle enquiries on visas, passports and other consular matters*
- *Process visa and passport applications*
- *Maintain a contact list of all staff, Kenyans in Diaspora, clients, and relevant organizations in liaison with the officer handling consular/Immigration matters and the Financial Attaché as necessary.*
- *Maintain record of consular fees, receipt books and consular booklets in consultation with the officer handling consular/Immigration matters.*
- *Assist in online registration of Kenyans in Diaspora and related matters*

- Any other Duties as assigned

Key Competencies include: -

- (i) Good interpersonal and communication skills
- (ii) Good planning, organizing, and coordinating skills
- (iii) Time management
- (iv) Attention to details
- (vi) Teamwork
- (vii) Problem solving and customer service skills
- (v) Creativity

Applicants must have Swiss citizenship/a valid Legitimation card/ residence permit/ permanent residence permit (B or C permit).

Send your application, Curriculum Vitae and copies of academic or professional training certificates to: -

admin@kenyaembassy-bern.ch with a copy to
kenyaembassybern@gmail.com

NB: THE WORKSTATION WILL BE BERN