



KENYA EMBASSY MADRID

JOB VACANCY

The Embassy of the Republic of Kenya, Madrid is seeking to recruit a highly motivated, organized, and professional individual to fill the position of Consular Assistant, who will play a key role in delivering efficient consular and immigration services to Kenyan citizens and foreign nationals in Spain.

1. Duties and Responsibilities

The Consular Assistant will work under the direct supervision of the Immigration Attaché and will be responsible for the following core functions:

- I. Assisting in management of consular records including photocopying, classifying, storing, securing, retrieving, tracking consular records and maintaining up to date physical files.
- II. Translating consular and related correspondences from English to Spanish and vice versa.
- III. Facilitating the legalization process by forwarding documents to MAEC (Ministry of Foreign Affairs, European Union, and Cooperation)
- IV. Assisting in compiling reports on consular services rendered including reconciliation of returns and revenue.
- V. In consultation with the Immigration Attache, providing input for updating the Missions Website and more particularly, the consular section.
- VI. Assisting in the preparation and processing of consular documents such as application for police clearance certificates, duplicate birth and marriage certificates, certificates of no impediment and others.
- VII. Providing support to the Immigration Attache during Mobile Consular outreach Programmes and visits to Penal Institutions and in reaching out to Kenyans in distress.

- VIII.** Attending to the public and assisting with any issues that may arise in consultation with the Immigration Attache.

2. Basic Minimum Qualifications and Experience

Education

- A bachelor's degree from a recognized university.

Work Experience

- Minimum of three (3) years of relevant work experience in a consular section of an Embassy, a government immigration department, or a high-level customer service environment handling official documentation.
- Experience working in a multicultural environment is a distinct advantage.

3. Skills and Competencies

Language Proficiency

- Fluency in English (both written and spoken) – mandatory.
- Fluency in Spanish (both written and spoken) – mandatory

Technical Skills

- Strong computer literacy, including proficiency in Microsoft Office Suite (Word, Excel) and the ability to quickly learn specialized visa processing databases.

Personal Attributes

- Strong customer service orientation with the ability to handle difficult situations with tact, patience, and diplomacy.
- High level of integrity, honesty, and ethical conduct, given the sensitive nature of the work.
- Attention to detail and meticulousness in verifying documents and data entry.
- Ability to handle sensitive personal information with the utmost confidentiality.
- Ability to work under pressure, handle multiple tasks simultaneously, and adapt to changing priorities in a busy diplomatic mission.

- Respectfulness and awareness of diverse cultural norms and practices.
- Willingness to collaborate with other sections of the Embassy to ensure overall Mission success.

4. Other Requirements

- Applicants must possess a valid work permit or residency status that allows them to work legally in Spain.
- Availability to work during Embassy working hours (Monday to Friday) and occasionally outside these hours for emergencies if required.

5. Application Procedure/Process

Interested and qualified candidates are requested to submit their applications electronically to madrid@mfa.go.ke under the reference: **Application for Consular Assistant** in pdf format.

Applications must include:

- I. A detailed Curriculum Vitae (CV).
- II. A one-page Cover Letter of interest explaining applicants' motivation and suitability for the position (**in English**).
- III. Copies of relevant academic and professional certificates.
- IV. Contact information (email and telephone number) and contact information of three (3) professional references.

6. Note

- Only shortlisted candidates will be contacted for an interview.
- Shortlisted candidates will be required to produce a police clearance certificate.

The deadline for applications is 30th March, 2026. Late applications will NOT be considered.