



KENYA EMBASSY MADRID

JOB VACANCY

The Kenya Embassy in Madrid is seeking to recruit a suitably qualified and motivated individual to fill the position of **Clerk (Administrative Assistant)** reporting directly to the **Head of the Cultural and Tourism Section**.

1. JOB DESCRIPTION

The successful candidate will provide administrative, communication, protocol, logistical and creative support to the Cultural and Tourism Section, contributing to the promotion of Kenya's cultural heritage, tourism potential, and public diplomacy in Spain.

2. KEY DUTIES AND RESPONSIBILITIES

The officer will be responsible for, but not limited to, the following:

- **Desk Support:** Provide comprehensive administrative support to the Cultural and Tourism Desk.
- **Website & Social Media Management:** Assist in maintaining and updating the Embassy's website and official social media platforms with relevant, accurate, and timely content.
- **Event Coordination:** Assist in organizing and coordinating social and cultural events, including logistical arrangements, invitations, venue bookings, and follow-up.
- **Research & Briefing:** Assist in preparing briefs and reports on emerging social and cultural issues relevant to Kenya.
- **Translation:** Translate official documents and correspondence from Spanish to English and vice versa.
- **Newsletters & Communications:** Assist in the preparation, editing, and distribution of newsletters, press releases, and official communications.
- **Media Monitoring:** Monitor and maintain media coverage reports on tourism and culture of relevance to Kenya.

- **Protocol Duties:** Support the Mission in protocol duties, including preparation for official functions, visits, and diplomatic engagements.
- **Other Duties:** Perform any other administrative duties as may be assigned.

3. BASIC MINIMUM QUALIFICATIONS

- **Education:** Minimum of an Undergraduate Degree (Bachelor's) in Communications, Public Relations, Cultural Studies, Tourism Management, International Relations, Political Science, Public Administration, Marketing, or a related field from a recognized institution.
- **Language Proficiency:** Fluency in written and spoken **Spanish** and **English** (C1/C2 level or equivalent).
- **Technical Skills:**
 - Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook), video editing, photography and videography.
 - Demonstrated experience in managing social media platforms (Facebook, X/Twitter, Instagram, LinkedIn) and website content management systems (CMS).
 - Basic graphic design skills (e.g., Canva, Adobe Suite) will be an added advantage.
- **Experience:** 2 years' minimum experience in a professional setting. Prior experience in corporate content creation will be an added advantage.
- **Personal Attributes:**
 - High level of integrity, confidentiality, and professionalism.
 - Excellent interpersonal, writing, and communication skills.
 - Creative and proactive approach to work.
 - Ability to work effectively in a multicultural environment.
 - Strong organizational skills and attention to detail.
 - Ability to multitask and meet tight deadlines.
- Applicants must possess a valid work permit or residency status that allows them to work legally in Spain.

4. OTHER REQUIREMENTS

- Availability to work during official working hours (Monday-Friday) and occasionally outside these hours for emergencies, official functions and official visits if required.

5. REMUNERATION

The salary for this position is commensurate with the current comparative terms and conditions of service for locally engaged staff in Spain, in line with Spanish labor market standards and Embassy regulations.

6. TERMS OF EMPLOYMENT

This is a full-time contractual position subject to the local labor laws of Spain and the internal regulations of the Kenya Embassy.

7. HOW TO APPLY

Interested candidates should submit the following documents **in PDF**.

1. A cover letter explaining your suitability for the role.
2. A detailed Curriculum Vitae (CV) with contact details of three professional referees.
3. Copies of academic certificates and transcripts.
4. A copy of a valid ID or NIE (Foreigner Identification Number).
5. (Optional but recommended) A portfolio or samples of previous communications, social media, or event work.
6. Applications should be sent via email to: **applications.madrid@mfa.go.ke**

Please indicate the subject line as: **APPLICATION-CLERK (CULTURAL & TOURISM DESK) – [Your Full Name]**

8. DEADLINE

Applications must be received on or before 25th October 2026 at 17:00 (CET).

Only shortlisted candidates will be contacted for interview