



VACANCY ANNOUNCEMENT

RECEPTIONIST

The Embassy of the Republic of Kenya in Brasília invites applications from suitably qualified and experienced individuals to fill the position of Receptionist. This is a locally recruited position based at the Embassy premises in Brasília, Brazil.

ABOUT THE ROLE

The Receptionist will serve as the initial point of contact for all visitors, callers, and correspondents of the Embassy. The successful candidate shall be responsible for delivering professional front-desk services, assisting with consular and administrative functions, and upholding Kenya's dignity and image internationally.

KEY RESPONSIBILITIES

- Managing the front office of the Embassy;
- Screening and receiving visitors, directing them to the right office, and keeping a record of all visitors to the Embassy;
- Managing incoming and outgoing calls and registering them;
- Assisting in the translation of documents into English and Portuguese;
- Receiving and dispatching Embassy mails, i.e., rerouting incoming and outgoing mails, newsletters and event calendars;
- Receiving and compiling Embassy utility bills;
- Managing security by following procedures;
- Sourcing and securing air tickets and hotel accommodation for the Embassy staff;
- Maintaining a directory of contacts of the Embassy Stakeholders in Brazil and countries of accreditation;
- Making sure the reception area is clean and well furnished with both the host country and the Kenya Embassy reading materials for the purpose of providing resource information to Embassy visitors.

QUALIFICATIONS & REQUIREMENTS

Mandatory Requirements:

- A minimum of a Diploma or Bachelor's Degree in Business Administration, Office Management, Public Relations, Communications, or a related field.
- Minimum of two (2) years' professional experience in a receptionist, front-office, or customer-facing administrative role.
- Fluency in Portuguese (spoken and written) — essential for daily communication in Brazil.
- Proficiency in English (spoken and written) — the working language of the Embassy.
- Strong computer literacy, including MS Office Suite (Word, Excel, Outlook).
- Possession of a valid work permit or legal right to work in Brazil.

Desirable Attributes:

- Working knowledge of Swahili or French is an added advantage.
- Prior experience in a diplomatic mission, international organization, or government institution.
- Familiarity with consular services and visa processing procedures.
- Professional demeanor, cultural sensitivity, and strong interpersonal skills.
- Ability to work under pressure, multitask, and maintain composure in a high-profile environment.

TERMS & CONDITIONS

Position Type	Locally Recruited Staff (LRS)
Location	Brasília, Federal District, Brazil
Contract Duration	One (1) year, renewable subject to satisfactory performance
Remuneration	Competitive salary commensurate with experience and qualifications
Working Hours	Monday to Friday, 08:00 – 17:00 (subject to operational requirements)

HOW TO APPLY

Interested and qualified candidates should submit the following documents in a single PDF document to the email address below:

- A cover letter (maximum one page) addressed to the Head of Chancery, Embassy of Kenya, Brasília.
- A detailed curriculum vitae (CV) including three professional referees.
- Copies of academic and professional certificates.
- Copy of a valid national identification document or passport.
- Proof of legal right to work in Brazil (e.g., valid residence permit, work authorization).

Submit Applications To:

Email: info.brasilia@mfa.go.ke

Subject Line: Application — Receptionist

Closing Date: 17 July 2026, 17:00 (Brasília Time)

IMPORTANT NOTES

- Only shortlisted candidates will be contacted for an interview.
- The Embassy reserves the right not to fill this position or to fill it at a different grade.
- Canvassing in any form will lead to automatic disqualification.
- The Embassy of Kenya is an equal opportunity employer. Women and persons with disabilities are encouraged to apply.
- All submitted documents will be treated in strict confidence.