

VACANCY ADVERTISEMENT

The High Commission invites suitable candidates for the following positions:

Ad/No	Position	Vacancies	Basic requirements
1	Clerk	1	1. University degree in Social Science, International Relations or Business Administration. 2. Proficiency in ICT skills and use of social media. 3. Good communication skills 4. At least 5 years private sector experience
2	Chef/Cook	1	1. Certificate in commercial cookery 2. At least 5 years' experience in a reputable hotel or institution. 3. Fluent in English.
3.	Housekeeper	1	1. Completed Junior High School or equivalent 2. At least 2 years' experience in housekeeping. 3. Good command of English

HOW TO APPLY

- 1) Interested candidates must be Ghanaian citizen or holders of a valid residence and work permit, and must be fluent in spoken and written English.
 - 2) The following documents should be submitted with the application: -
 - a) An application letter indicating the position sought and an updated Curriculum Vitae (CV)
 - b) Copies of Academic/professional Certificates
 - c) Copies of valid National ID or passport.
 - d) Copy of Medical/Health Certificate
 - e) Registration with Social Security and National Insurance Trust Fund
 - f) At least three referees and their phone numbers
 - g) A working mobile phone number and email.
 - 3) Completed applications should be sent to the following email address: **accra.khc@gmail.com** or dropped at the Kenya High Commission security desk not later than 31st May, 2022
 - 4) Please take note **ONLY SHORT-LISTED CANDIDATES** will be contacted.
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