



HELLENIC REPUBLIC
Embassy of Greece
Nairobi

VACANCY ANNOUNCEMENT

The Embassy of Greece in Nairobi is seeking to hire one full-time **Reception Officer** with a two-year fixed term contract and gross monthly remuneration of **330 Euros**.

Essential requirements and supporting documents of candidates:

- Resident of Kenya with Greek or other citizenship (Passport and/or identity card).
- Greek citizens must have fulfilled their compulsory military service or have received exemption.
- Applicants should be over 21 and under 60 years old.
- Very good knowledge of English and Swahili language – Knowledge of Greek language will be considered as an asset.
- Readiness to work overtime if needed.
- Previous experience in this role will also be an advantage (based on references and/or employment certificates).
- Clear Criminal Record Certificate from the country of residence is required.

The successful candidate, as long as he/she has the Greek nationality, can be subjected to the Greek legislation of social insurance after his/her application, or to be subject in the local employment legislation, if provided. Non-Greek nationals will be subject to the Kenya social insurance system. Employer's contributions are, in any case, paid by the Greek State.

Interested applicants are requested to send a covering letter, their C.V. and the necessary documentation by e-mail to: gremb.nai@mfa.gr by **31 January 2026, the latest.**

Nairobi, 13 January 2026



George Psiachas
Ambassador