



MINISTRY OF FOREIGN AND DIASPORA AFFAIRS
STATE DEPARTMENT FOR FOREIGN AFFAIRS
MULTILATERAL AFFAIRS DIRECTORATE

MEMO

FROM : DEPUTY DIRECTOR-GENERAL/ MULTILATERAL AFFAIRS
TO : DIRECTOR/ ICT
DATE : 5TH JUNE, 2025
RE : VACANCY FOR THE POSITION OF THE G7 SENIOR
ADMINISTRATIVE ASSISTANT IN THE UNEP EXECUTIVE OFFICE

The UNEP Executive Office in Nairobi advertised the post of the G7 Senior Administrative Assistant (temporary).

The procedure for application including the job description and other specifications are available on the online application system at <https://careers.un.org/jobSearchDescription/258610?language=en>

The deadline for the submission of applications is 10th June, 2025.

This is therefore to request that the vacancy be uploaded on the Ministry's website and brought to the attention of officers and other MDAs.

Amb. Njambi Kinyungu

DEPUTY DIRECTOR-GENERAL/ MULTILATERAL AFFAIRS