



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

MEMO

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FROM : DEPUTY DIRECTOR-GENERAL/ MULTILATERAL AFFAIRS

TO : DIRECTOR/ ICT

DATE : 5<sup>TH</sup> JUNE, 2025

RE : VACANCY FOR THE POSITION OF THE G7 SENIOR ADMINISTRATIVE ASSISTANT IN THE UNEP EXECUTIVE OFFICE

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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 10<sup>th</sup> 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.

A handwritten signature in blue ink, appearing to read 'Njambi Kinyungu'.

Amb. Njambi Kinyungu  
DEPUTY DIRECTOR-GENERAL/ MULTILATERAL AFFAIRS