



Embassy of the Kingdom of Belgium  
in **Nairobi**

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## **Job opening: Logistics Officer**

**The Embassy of Belgium (the first net zero Embassy in Nairobi) is looking for a Logistics Officer**

**Position:** Logistics Officer with excellent organizational and ICT skills

**Location:** Embassy of Belgium, Limuru Road, Muthaiga, 00620 Nairobi, P.O. Box 64408

**Deadline for applications:** 01/06/2025, 12h00 (Nairobi time)

### **Job Description:**

**As a logistics and administrative management officer**, you are responsible for

- making sure all equipment, installations, buildings and fleet are in good condition;
- contracts with service providers and construction works/repairs/renovations;
- maintaining various inventories for both the Chancery and the Residence;
- organizing and following-up on public tenders;
- and equipment and supplies are available when needed for the proper functioning of the premises (Embassy and Residence).

This requires, a.o., identifying and liaising with contractors and suppliers, sourcing and analysing quotations, seeking approvals to incur expenditure from the Head of Mission and/or Head Office, issuing local purchase orders and handling related administrative tasks, following up on delivery and execution of works (including maintenance), working closely with the accounts office to ensure proper financial tracking and reporting.

**As a SPOC ICT**, you follow-up on ICT needs of the Embassy in close cooperation with the central ICT department, support staff related to IT matters, and keep the ICT inventory up-to-date.

**As a SPOC HR**, you assist management with various HR processes.

### **Required Competences / Qualities**

- Languages: excellent command of English (written and oral skills)
- At least 2 years previous experience in a logistics / procurement function
- Respect for ethical standards, data protection and high standards of integrity

- Great flexibility to work on different subjects, within different teams and independently
- A capacity for analysis and synthesis with an eye for detail
- Strong organizational and communication skills
- Strong IT skills
- Sociability
- Sense for initiative
- Ability to work under pressure
- No criminal record

**Optional Competences considered as a significant advantage**

- Knowledge of Swahili, French and/or Dutch
- Previous experience at an embassy, government department or NGO, managing the maintenance of buildings, fleet and/or IT systems
- Passion for sustainability and eco-friendly solutions

**Practical Details:**

- 1 year contract, renewable
- For foreign nationals: a work permit is needed and must already be obtained (*independently*)
- Starting date: 1 August 2025
- Selection procedure:  
After a pre-screening, the main selection procedure will be a series of practical tests and an interview with the selecting committee comprised of embassy officials.

**Applications**

To apply for this position, please complete the application survey via this link at the latest on 01/06/2025: <https://forms.office.com/e/dXtqRZE8xr>

Applications sent by e-mail will not be considered.

Selected applicants will be contacted on 10 June 2025.