



High Commission of India
Villa No. 67, KG 9 Av.
Nyarutarama
Kigali (Rwanda)

10th May, 2021

Recruitment for the post of Local Clerk

The High Commission of India in Kigali invites the applications for the Post of Local Clerk.

Job description :

1. Carrying out work related to consular services, administrative work, assisting in cultural events, protocol related work, accounts, manning reception, receiving visitors etc.
2. Liaising with various Rwandan authorities in concerned Ministries/ Departments/agencies.
3. Any other work assigned from time to time.

Essential qualifications :

- a) **Educational** : Minimum Bachelor's Degree in any stream
- b) **Experience** : Minimum two years' experience in relevant field at a reputed organisation
- c) **Age**: Between 25-40 yrs (as on 1st May, 2021)
- d) **Language proficiency** : Fluency in English, French and Kinyarwanda
- e) **Communication skills** : Good written & oral communication/interpersonal skills.
- f) **Computer skills** : Proficiency in MS Office. Basic knowledge of computer hardware & software.

Position date : Selected candidate would be required to commence work from June, 2021.

To apply : Eligible candidates may send their CVs and passport size photographs along with covering letter by email to : hoc.kigali@mea.gov.in and CC to : admn.kigali@mea.gov.in, stating '***Application for the post of Local Clerk***' as the subject.

Application deadline : 21st May, 2021 (5pm Local Time).
