



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

The High Commission invites applications for the Post of one Consular Clerk.

Eligibility:

- a) Essential: Bachelor's degree from a recognized university in any stream;
- b) A minimum of two years' experience in a reputed organization
- d) Age: 25 - 35 years as on 13th August 2026
- e) Language fluency: Fluent in spoken and written English, French and Kinyarwanda
- f) Good knowledge of computer
- g) Well developed communication skills and ability to work in a team environment
- h) Good Typing skill

Description of duties:

- a) Handing of consular service counters
- b) Processing Visa/Passport/OCI and consular services' applications
- c) Response to consular services related telephone inquiries and emails
- d) Administrative works and other official duties assigned from time to time.

Working hours: This is a full-time position, with working hours from 0830 hrs to 1700 hrs, Monday to Friday. The selected candidate should be willing and able to perform duties before/after office hours and weekends, if required.

Pay: Monthly gross salary approx. US\$400/-

Position date: Selected candidate will be required to join the High Commission immediately after selection.

Last date of receipt of application: 13th August 2026 (1700 hrs local time)

How to apply: Eligible candidates may forward their CVs by email with the subject "Application for the post of Consular Clerk" alongwith latest passport size photograph by email to : admn.kigali@mea.gov.in and CC to : info.kigali@mea.gov.in

Selection criteria: Only short-listed candidates would be called for further selection process to be held on 14th August 2026.