

High Commission of India

Suva

Vacancy for Clerk

Duties & responsibilities:

- To provide secretarial assistance in day to day office work
- To maintain stock registers and stores in the office
- To arrange files and other official documents as per set procedure
- To liaise with vendors for goods and services procured by the High Commission
- To liaise with local authorities in connection with official works, as and when required

Monthly Pay Scale: USD 1000-30-1450-43-1880-56-2440

Essential qualifications:

- Right to residence and work in Fiji
- Form 6 (Year 12) Pass
- Good communication skills including knowledge of written and verbal English language
- Good proficiency in use of Computers and other standard IT equipment in Office
- Medically fit for the job

Desirable qualifications:

- Experience of working at International Organization / Diplomatic Mission, preferably on a similar position
- Knowledge of Hindi and/or iTaukei
- Knowledge of local market in terms of procurement of goods and services for official uses

Submission of application :

- The application along with copies of supporting documents for essential and desirable qualifications may be submitted by 05:30 pm on 07 June 2024 either in person at the High Commission of India, Level 5, LIC Building, Butt Street, Suva, Fiji or by email to admnsuva@mea.gov.in.
