

**Embassy of India
Juba (South Sudan)**

VACANCY

The Embassy of India in Juba invites applications for the following position:-

Post : Clerk

Duties and responsibilities will broadly be as under

- To assist in various administrative and accounts related works, like maintaining files, processing of bills for settlement;
- Routine work on Passport, Visa, Attestation, OCI cards etc.;
- Reception duties: Polite and professional communication skills for jobs such as liaison with govt. authorities and private citizens in person or over phone/email.;
- To liaise with the local government offices;
- Collection of information/data Preparation;
- To assist in events organised by the Embassy and visits of delegations including airport duties as required;
- Scholarship and training related work for South Sudanese nationals
- Any other work assigned from time to time.

Essential Qualifications

- Bachelor's degree/equivalent in any discipline;
- Sound knowledge of computer operations, internet & social media and typing skills;
- Proficiency and fluency in speaking/reading/writing English;
- Prior experience in related work for at least one year will be preferable;
- Desirable Age: 22-30 years.

Who May Apply?

- Anyone who is eligible for appointment under South Sudan Laws.

Monthly Salary at Entry Level

- US\$ 800/- per month

How to apply:

Interested candidates may submit his/her application (as per the **format attached**) along with his resume providing full details and copies of documents of educational qualification and experience by **10 March 2022** to hoc.juba@mea.gov.in and adm.juba@mea.gov.in. You can also drop your application at the Embassy in an envelope highlighting "**Application for the Post of Clerk**".

Do also indicate your **mobile number / whatsapp number**.

Shortlisted applicants will be called for written test/interview. The selected candidate will be initially appointed for one year on temporary basis.

Application for the Post of Clerk in Embassy of India, Juba
(Last date 10 March, 2022)

S. No.	Field	Details
1	Name	
2	Date of Birth	
3	Educational Qualification <i>(Attach copy of all your educational documents)</i>	
4	Job Experience	
5	Level of knowledge of Computer operations/ Social Media skills	
6	E-mail Address	
7	Mobile Number	
8	WhatsApp Number	

Any other information :-