

High Commission of India  
Mbabane

**Vacancy Advertisement**

The High Commission of India, Mbabane invites applications from suitable candidates for the position of Consular Clerk.

Job Position - Full Time Clerk

Location - Mbabane

Number of Vacancy- 1

**Job Description -**

1. Helping/ Assisting visitors coming to the Consular Wing in the High Commission;
2. Handling consular work/ services such as visa and passport, OCI Information, Attestations, and other miscellaneous services;
3. Assisting in smooth and effective delivery of consular services to Indian Diaspora members
4. General office work, filing, and organisation tasks;
5. Preparation of various reports and record keeping;
6. Any other work assigned from time to time

**Essential Qualifications:**

1. Educational: Minimum bachelor's degree in any stream
2. Language proficiency: Native and excellent English language skills- both written and spoken.
3. Computer skills: Good IT skills especially in MS Office, Power-point, and Excel. Good understanding of computer hardware and software.
4. Experience: At least 2 years' experience in a field relevant to the job description would be desirable
6. Age: Between 20-30 Years

**Soft Skills:**

- Dedication and flexibility, Technical understanding and Service oriented
- Demonstrates creativity in Social Media tools and applications
- Analytical and structured way of working with high level of reliability and proactive approach
- Communicative and friendly personality with team spirit and inter cultural competence

- Ability to multi task, work under pressure and handle even increased workload on schedule

**Starting Salary (SLZ)** - Starting pay would be SLZ plus 11% COLA in the pay scale 7750-233-11245-337-14615-438-18995.

**To Apply** - One Covering Letter, Curriculum Vitae (CV), can be hand delivered to: Head of Chancery, High Commission of India, Quadrant B&C, UN House, Somohlolo Road, Mbabane H 100, Kingdom of Eswatini.

**Application Deadline: 29<sup>th</sup> January, 2024, 1700 hrs.**

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