



High Commission of India  
Gaborone

03 July, 2023

### **Recruitment for the post of local Clerk**

Applications are invited from suitably qualified candidates for the post of local Clerk at the High Commission of India, Gaborone. The applicant should possess the following –

Essential qualifications:

- (i) A Bachelor's Degree
- (ii) Proficiency in working on MS office and Linux (open source) packages
- (iii) Typing speed of 40wpm on computers
- (iv) Two years work experience

Desirable qualifications:

- (i) A computer's degree/diploma– ability to work on photoshop, video-editing software
- (ii) Experience of working in a similar capacity
- (iii) Excellent oral communication skills

A copy of Curriculum Vitae (with photo) may kindly be emailed/posted/couriered to: 'Head of Chancery, Private Bag 00249, Plot No. 5375, President's Drive, Gaborone; Email: [hoc.gaborone@mea.gov.in](mailto:hoc.gaborone@mea.gov.in) / [adm.gaborone@mea.gov.in](mailto:adm.gaborone@mea.gov.in) ' with **subject/title: Application for the post of Clerk at HCI, Gaborone.**

The applications should reach High Commission of India, Gaborone by 1700hrs on 25<sup>th</sup> July, 2023. Short-listed candidates will be contacted by this High Commission informing them about date/time for interview.

**The Selected candidate will be expected to join from 1 August, 2023.**