

# High Commission of India Kingston

## Recruitment of Local Clerks

The High Commission of India, Kingston, invites applications from suitable candidates for two full-time positions of Local Clerk.

The total salary for the position is US\$648.00 per month. No other benefits are included in the salary. The remuneration package will include 21 working days of annual leave as well as sick leave of 30 days.

Candidates fulfilling the following requirements are welcome to apply:

1. **Educational Qualifications:** Minimum bachelor's degree in any stream
2. **Language proficiency** : Excellent in English, both written and spoken
3. **Residence status** : Jamaican or other citizen or valid work permit
4. **Computer skills** : MS office/Excel and general IT skills
5. **Experience** : 2-3 years of experience in Office/Commercial-Marketing/ Accounting and maintenance of office records and files. Preference will be given to candidates having experience in handling administrative, commercial and accounts.
6. **Age** : Minimum 25 years

### **Last Date:**

Interested candidates are invited to send their complete resume, with copies of certificates and a latest photograph by **28 January, 2019**

**Email to:** [admn.kingston@mea.gov.in](mailto:admn.kingston@mea.gov.in)

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