

High Commission of India  
Port Moresby

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**Vacancy for Office Clerk**

Applications are invited from eligible candidates, preferably graduates with 2-3 years of office work experience and between 24-30 years of age.

**1. Qualification & Experience**

Candidate must possess:-

(i) Good command over written and spoken English, drafting reports and making summaries; Knowledge & experience in secretarial work (as per direction, contacting other offices/organizations, fixing appointments, etc. ) will be an added qualification;

(ii) One should be proficient in working on computer (MS Office, Excel, PPT applications) in time bound manner; knowledge of creating digital flyers, handling social media posts will be an added qualification; and

(iii) Good command over Tok Pisin/Pidgin; translation from English to Tok Pisin.

**2. Salary**

Salary will be K1125 per fortnight. However, with a prospective salary revision in few months, salary expected to reach Kina 1800-2000 per fortnight. Selected candidate should be prepared to work on Saturday as per official exigency and should be available on phone all days, except Sunday.

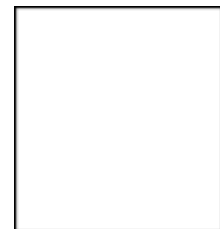
**3. Written Test & Interview** will be conducted for shortlisted candidates .

**Last date for submitting application: 24 Nov 2022**

**Please submit application in following format**

**APPLICATION FOR THE POST OF CLERK**

Photo



1.	Name	
2.	Father's Name	
3.	Date of Birth	
4.	Residential address	
5.	Mobile No.	
6.	Email	
7.	Educational Qualifications	
8.	Work Experience	
10.	References	