



High Commission of India
Nairobi

JOB VACANCY

The High Commission of India, Nairobi invites applications from eligible candidates for the following posts:

- i) Community Welfare Clerk
- ii) Clerk
- iii) Messenger

The clerical posts at (i) & (ii) above posts carries a starting pay of US \$ 540 and the post of messenger carries a starting pay of US \$ 210 + Cost of Living Allowance @ 25% of basic pay per month.

Eligibility criteria for clerical posts

i)	Age	Between 21-30 years
ii)	Educational qualifications	Graduation; should be proficient in computer operations; should also be proficient in English, and Kiswahili. Applicants for Community Welfare Clerk should also be proficient in Hindi.
iii)	Experience	For Community Welfare Clerk, candidates from Indian diaspora having experience in Community related work are preferred. However, others can also apply for both posts.

Eligibility criteria for the post of Messenger

i)	Age	Between 21-30 years
ii)	Educational qualifications	KCSE; should be proficient in English, and Kiswahili.
iii)	Experience	Work experience if any will be given additional weightage.

Interested candidates may send their application to The Head of Chancery, High Commission of India, P.O. Box 30074-00100, Nairobi, along with bio-data, a recent photograph, copies of educational qualifications, experience certificate, certificate of good conduct and references from at least two persons of emience. The last date of receiving of applications is 15 days from the date of publication of this advertisement. Interested candidates can also send the application on e-mail to adm.nairobi@mea.gov.in High Commission's decision in selection of candidates will be final.