



REPUBLIC OF BOTSWANA

BOTSWANA HIGH COMMISSION – NEW DELHI, INDIA

EXTERNAL VACANCY ADVERTISEMENT

REF: BIT 2/6/S I (12)

DATE: 22/11/2021

VACANCY NOTICE NO.3 OF 2021

The High Commission of the Republic of Botswana in New Delhi invites applications for the position of **Secretary/ Registry Clerk** to be deployed at the Chancery.

Qualifications

1. Applicants must possess a minimum of Basic Diploma in Secretarial courses
2. Minimum of 4 years experience of continuous service in a comparable employment
3. Should be able to read and write English

Main purpose of the job/duties

1. Registers and files local mail on a daily basis, in relevant files after the mail has been circulated
2. Ensures that files are given to officers to take action on correspondence that is marked to them.
3. Ensures confidentiality of all information by limiting access to filing cabinets, documents and other equipment to the Administration Attaché and Registry only.
4. Files and circulates open mail during absence of the Administrative Attaché.
5. Maintains the Counsellor's desk diary. Ensures Counsellor's timely attendance to appointments.
6. Types letters/Savingram/Diplomatic Notes, etc for the Counsellor.
7. Maintains general/open registry
8. Arranges travel and accommodation for Counsellor when attending official engagements interstate or overseas.
9. Process travel imprest for the Counsellor and retirement of imprest upon return of travel.
10. Process vacation leave/sick leave applications and maintain leave register for all staff.
11. Relieves the Front Desk Officer, handling the front officer reception in the absence of the Front Desk Officer/ Receptionist.
12. Performs any other functions as may be assigned from time to time by the Administration Officer, Administrative Attaché, Head of Mission and other Diplomatic Officers.

Competence/skills

1. Integrity and trust
2. Planning and organizing
3. Interpersonal skills

4. Time management
5. Ethics and values
6. Customer focus
7. Computer literacy

Salary Scale: (INR 23 048.00 – INR 29 416.00) per month

Leave: 24 working days per annum

Benefits:

- i. 100% Medical cover
- ii. Contributory Pension Scheme (Government contributes 12% and employee contributes 12%).

Applications

Interested candidates should quote the reference number of this vacancy notice, provide a detailed curriculum vitae, certified copies of certificates, at least two references, addresses and deliver their applications in a sealed envelope to:

High Commissioner
Botswana High Commission
C-9/3, Vasant Vihar
New Delhi-110057, INDIA

Applications that do not meet the prescribed criteria will not be considered. Only shortlisted candidates will be contacted.

Important

Closing date: 3rd Decemeber 2021

For further information please contact the First Secretary, Administration on +91-11-4653 7000