



**REPUBLIC OF BOTSWANA**

**BOTSWANA HIGH COMMISSION – NEW DELHI, INDIA**

**EXTERNAL VACANCY ADVERTISEMENT**

**REF: BIT 2/27/IV (3)**

**DATE: 20/12/2022**

**VACANCY NOTICE NO.2 OF 2022**

The High Commission of the Republic of Botswana in New Delhi invites highly motivated, self-driven citizens of India for the position of **ACCOUNTS CLERK** tenable in Botswana High Commission.

**PURPOSE OF THE JOB**

1. To provide general administrative functions including inventory, planning, procurement services, and manages and maintains all records of financial transaction pertaining to the office.

**QUALIFICATIONS**

1. Applicants must possess a Diploma in Financial Accounting or equivalent
2. Minimum of 3 years experience of continuous service in a similar position
3. Should be able to read and write English

**RESPONSIBILITIES/DUTIES**

1. Participate in planning arrangements for export and investment promotion activities for Botswana.
2. Negotiate prices after receiving quotations from service providers for any office related purchases.
3. Ensure Mission Vehicle is sent for maintenance/service as when necessary.
4. Maintain stocks of office requisites and supplies in accordance with set procedures
5. Supervise the Driver/Messenger and monitor the proper recording of the logbook of Mission vehicle.
6. Manage the Investment Promotion office diary; this includes making travel arrangements as well as setting appointments for people wishing to come in to the office.
7. Carry out all salary calculations; this includes tax and pension deduction.
8. Send calculated tax to the Tax authorities
9. Inform the bank on time on funds to be transferred from the Head Office account to ensure that this is done in time to meet the pay date.
10. Record and keep track of staff leave days.
11. Monitor the office's bank balance to be in a position to request Head Office to remit funds as and when necessary.
12. Carry out monthly financial reconciliations, account for the office's monthly expenditures against set budget and inform the Finance Department accordingly.
13. Carry out any other bookkeeping procedures/routines such as payment of monthly rentals, any advertising costs, travel expenses, or any other office related bills incurred on a monthly basis.

14. Calculate per diems of the staff's travel and pay them accordingly.
15. General understanding and knowledge of international trade and the global economic landscape would be an added advantage
16. Performs any other functions as may be assigned from time to time by the Head of Mission, Trade Attaché and other Diplomatic Staff.

### **COMPETENCIES/SKILLS**

1. Highly developed analytical, financial and conceptual skills
2. Good planning and organizational skills
3. Ability to negotiate with confidence and good people management skill at all level
4. Be highly computer literate
5. Customer focus
6. Ability to work under pressure and meet deadlines.

**SALARY SCALE:** INR 538 488 – INR 687 264 per annum

**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, include a cover letter, 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  
F8/3, Vasant Vihar  
New Delhi-110057, INDIA

Only short-listed candidates will be contacted for an interview. Applications in hard copy shall not be returned.

### **Important**

**Closing date: 6<sup>th</sup> January 2023**

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