

VACANCY NOTICE

Embassy of India in Abidjan invites applications from suitable candidates for a post of **Messenger**.

Salary: 200,000 CFA Francs per month

Job Description:

- (i) Checks windows, doors and building entrances to ensure they are secure;
- (ii) Discourages the admission of unauthorized persons to the premises;
- (iii) Prevents damage to property;
- (iv) Receive and pick up packages, documents, messages and other items, and deliver them to specified recipients or locations;
- (v) Office cleaning.

Qualification: Minimum Secondary.

The candidate should have reading/writing/speaking skills of French and English.

Desirable: He/she should have a minimum of 2-3 years of appropriate experience in office work.

Age: 18-50 years old

Interested candidates are invited to send their complete resume with copies of certificates and photograph, latest by **18th August 2023** to email admn.abidjan@mea.gov.in or by post: Head of Chancery, Embassy of India, Abidjan, Riviera Golf 4 Extension, Lot No 29 Ilot 2, BP 318, Abidjan.