

**High Commission of India
Mbabane**

Vacancy Advertisement

The High Commission of India, Mbabane invites applications from suitable candidates for the position of Messenger.

Job Position- Messenger

Location – Mbabane

Number of Vacancy-1

Job Description-

- (i) Physical maintenance of records of Mission.
- (ii) General cleanliness & upkeep of the Mission.
- (iii) Carrying of files & other papers within the building.
- (iv) Photocopying, sending of FAX etc.
- (v) Other non-clerical work in the Mission.
- (vi) Assisting in routine office work like diary, dispatch etc. Including on computer.
- (vii) Delivering of Dak (inside & outside the building)
- (viii) Watch & ward duties.
- (ix) Opening & closing of rooms.
- (x) Driving of vehicles (possession of valid driving license is necessary), on need basis
- (xi) Any other work assigned by superior authority.

Essential Qualifications-

- (i) Educational: Minimum bachelor's degree in any stream
- (ii) Language proficiency: Native and excellent English Language skills-both written and spoken
- (iii) Computer Skills: Good IT Skills. Good understanding of computer hardware and software.
- (iv) Experience: At least 2 years' experience in a field relevant to the job description would be desired.
- (v) Age: Between 20-30 years

Starting Salary (SZL)- Starting pay would be SLZ 4650 plus 11% COLA in the pay scale 4650-140-6750-203-8780-263-11410.

To Apply- One Covering Letter, Curriculum Vitae (CV), copies of education certificates, experience etc. can be hand delivered to:

Head of Chancery,
High Commission of India
Quadrant B&C, UN House,
Somhlolo Road, Mbabane H 100,
Kingdom of Eswatini

Application Deadline: 29/04/2024