

Job opportunity at Embassy of India, Khartoum

Applications are invited for two posts of Clerks in the Embassy of India, Khartoum. The successful candidates will be required to perform desk jobs multiple tasks including typing, translation, administrative work, maintenance of files and records, accounts, protocol, reception duty etc. Following are the details:

- i) Candidates should be Legal resident of Sudan with valid documents, including work authorization issued by the Government of the Republic of Sudan.
- ii) Candidate should be in good mental and physical health.
- iii) Minimum Qualification is Bachelor's degree in any discipline (1st level university degree).
- iv) Proficiency in Computer skills (MS Office etc.) and English and Arabic typing are must. Preference will be given to the candidates having technical/IT/Accountancy qualifications with two years experience
- v) Fluency in English & Arabic both in reading, writing and speaking.
- vi) Age: At the time of appointment between age 20-35 years.
- vii) Pay at the beginning will be US\$ 540/- with yearly increment of US\$ 16/- initially. The yearly increment will increase as the service accumulates (US\$ 540-16-780-23-1010-30-1310)

2. Interested applicants may fill in the application provided on the website of Indian Embassy Khartoum www.eoikhartoum.gov.in under recruitment for clerk heading and upload all relevant documents by 31 October 2020.