

**Embassy of India, Ouagadougou
IMMEDIATE RECRUITMENT**

Position: Clerk (Permanent, Full-Time)

The Embassy of India in Ouagadougou is seeking a highly motivated and skilled individual for the position of Clerk. This is a permanent, full-time position with an attractive starting salary of USD 4,200 per annum, with provisions for annual bonuses and increments. The selected candidate will have the opportunity to work in a dynamic and multicultural environment.

Key Information:

- **Place of Employment:** Ouagadougou, Burkina Faso.
- **Starting Salary:** USD 4,200 per annum (with provisions for annual bonus & increment)

Essential Requirements:

- Must be a Burkinabé National OR possess a valid Burkinabé Resident Visa and Work Permit.
- Fluent in both the English and French languages (spoken and written) with excellent translation skills and simultaneous oral interpretation skills.
- Educational Qualification: Bachelor's Degree (minimum)
- Very good knowledge of Microsoft Office (Excel, Word, and PowerPoint)
- Expertise in creating electronic flyers, posters, and digital assets.
- Familiarity with social media platforms and designing content for them.

Desirable Requirements:

- Ability to interact effectively with members of the public.
- Excellent relational and communication skills.
- Sense of responsibility and a strong work ethic.
- Ability to adapt to change and work at an intensive pace.

How to apply:

Interested candidates are invited to apply immediately by submitting their application (Cover Letter and CV) in a sealed envelope labeled: "**APPLICATION FOR THE POST OF CLERK**" to:

**The Head of Chancery
Embassy of India,
Parcel 13, Lot 38, Sector 15 10 BP 13977,
Ouaga 2000 Ouagadougou 01, Burkina Faso**

Alternatively, applications can also be emailed to hoc.ouag@mea.gov.in, with the subject line "APPLICATION FOR THE POST OF CLERK."

Last date for receiving applications: May 24, 2023