



**HIGH COMMISSION OF INDIA  
VICTORIA (SEYCHELLES)**

**VACANCY FOR THE POST OF OFFICE ASSISTANT IN THE  
HIGH COMMISSION OF INDIA**

The High Commission of India in Victoria is recruiting Office Assistant to work in its Consular Wing.

The candidates should have the following profile:

**Qualification & Experience**

- Minimum Secondary Post Level education ('A' Level). Proficiency in Microsoft Windows, Word, Excel, Internet etc.
- Excellent spoken and written communication skills in English and Creole with an ability to translate between these languages if required.
- Excellent organizational skills, work prioritization and follow-through ability. Ability to be flexible and adaptable to the working environment.
- Minimum three years of work experience is necessary.
- Applicants should be resident in Seychelles.

Interested candidates are invited to send their applications with a covering letter and a CV to "The Head of Chancery, High Commission of India, 3<sup>rd</sup> Floor, Maison Esplanade, Francis Rachel Street, P.O. Box. No. 488, Victoria, Mahe" or by email to [hoc.mahe@mea.gov.in](mailto:hoc.mahe@mea.gov.in)

- Closing date: 31 May, 2021