



भारतीयराजदूतावासमाले
High Commission of India
H. AthireegeAage
Ameeru Ahmed Magu
Male'
Republic of Maldives
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Vacancy for the Post of “Steno/Typist (Executive Assistant)”

High Commission of India is looking for a suitable candidate for appointment as **Steno/Typist (Executive Assistant)**.

Qualifications Required: Minimum GCE ‘A’ level or higher with English as a Subject. Knowledge of computers and good written and oral communication skills in English.

Job Description: Provide secretarial assistance, maintain and schedule appointments; Respond to telephone or written inquiries; Accord necessary support and assistance in planning, managing and executing official events/functions in the Mission; Assistance in planning, logistics and execution of social engagements; Additional office work as per requirements.

Total Takeaway Salary: MVR 8,750/- pm (including all allowances)

Interested applicants may apply with complete CV and attach copies of certificates, ID Card, along with Police Verification Report and copies of reference provided by previous employer, if any, on or before **13/02/2022** by email to ga.male@mea.gov.in

For any queries, please call: +960-3008909