



High Commission of India
Nicosia

ADVERTISEMENT

CLERK REQUIRED

The **High Commission of India, Nicosia** proposes to appoint a suitable candidate to the post of the Clerk with the starting basic pay of Euro 1,235 with 3% annual increment on basic pay plus 15% COLA per month. Interested candidates may send their applications along with the curriculum vitae.

Essential education qualifications/attributes for prospective applicants are as follows:

- a) Cypriot national and legal Resident of the Republic of Cyprus below the age of 35 years;
- b) Legally permitted to take up employment;
- c) Minimum Bachelor's Degree in Commerce/ Economics/ Tax/ Investment/ Finance/ Law/ Trade;
- d) Thorough knowledge of Greek and English, both spoken and written with ability to translate and interpret from either language to the other;
- e) Experience of Working in Microsoft Word & Excel along with knowledge (noting/drafting etc.) in English and Greek Language.

Experience: 1-2 years secretarial/clerical experience preferred.

For Foreign national other than Cypriot: Only candidates having local work-permit/resident visa etc., in compliance with local rules and regulations to work in foreign Diplomatic Missions will be eligible for consideration.

JOB PROFILE:

- a) Conducting market survey of products and services imported into Cyprus;
- b) Analyze trade related data and prepare reports;
- c) Handling trade related queries from India and Cyprus;

- d) Coordination with Tax offices in Cyprus;
- e) Coordination with Trade and Commerce Organisation;
- f) Potential inbound and outbound investors;
- g) Organizing road shows, seminars, etc.;
- h) Handling consular related work;
- i) Any other work given by superiors as per requirement.

EMPLOYEE PROFILE:

The prospective applicant should be an enthusiastic independent person, capable to perform competently, even under pressure, be a team player with good social, organization, communication and representative skills. He/she should be friendly, creative, proactive, practical and goal oriented as well as willing to accept any additional responsibilities that may be entrusted.

How to apply:

Interested applicants must submit the following:

1. Detailed CV/Resume with a Cover letter
2. Filled Pro-forma Application Form
3. Proof of Residence Permit
4. Proof of Citizenship
5. Passport size photograph
6. Copies of Educations Qualifications and Work Experience

Applications may be sent at the following address by **10th August 2023**.

The Head of Chancery
High Commission of India
No. 3, Indira Gandhi Street, Montparnasse Hill, P.O. Box No. 25544, Engomi-2413,
Nicosia

Email: hoc.nicosia@mea.gov.in

Tel. No. 22351741, 22351170(For inquiries between 0900 hrs to 1600 hrs)

Please note: Only those candidates suitable for the position will be contacted for a personal interview.

High Commission of India

Nicosia

PROFORMA OF APPLICATION FORM

For the position of Clerk

1. Name :
2. Nationality :
3. Date of Birth:
4. Current Address:
5. Contact Number:
6. Language Proficiency:

Language	Level of Proficiency (Speaking/reading/writing)	Relevant Certification (if any)
English		
Greek		
Other language (if any)		

7. Academic Background:

S. No.	Institution name	Degree/Course	Year	Achievement (s)

8. Work Experience:

S.No.	Organization name	Duration	Position	Key Responsibilities/Achievements

* Please include experience (if any) related to interpretation / translation / secretarial work.

Place:

(Signature of the applicant)

Date: