



High Commission of India,
Nicosia

MESSENGER REQUIRED

The High Commission of India in Nicosia proposes to appoint a suitable candidate to the post of **Messenger**. Interested candidates may send their applications along with the *Curriculum Vitae*. Essential educational qualifications/attributes for prospective applicants are as follows:

- (i) Cypriot national and legal Resident of the Republic of Cyprus below the age of 35 years;
- (ii) Legally permitted to take up employment;
- (ii) Minimum should have completed High School;
- (iii) Knowledge of Greek and English, both spoken and written with ability to translate and interpret from either language to the other;
- (iv) Have a thorough knowledge of various locations in Nicosia;
- (v) Candidate owning a vehicle will be preferred

Job Profile:

1. Collection of incoming mail from the Post Office;
2. Carry outgoing mail to be posted to the Post Office;
3. Carrying of papers/files between different offices in the High Commission;
4. Assisting all officials in making photocopies of documents etc;
5. Assisting in moving of furniture etc. as and when required;
6. Any other odd jobs that maybe assigned.

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, organizational, communication and representative skills. He/she should be friendly, practical as well as willing to accept any additional responsibilities that may be entrusted.

Applications may be sent to the **Head of Chancery, High Commission of India, 3 Indira Gandhi Street, Montparnasse Hill, Engomi, 2413 Nicosia**, so as to reach the addressee by 18th November, 2016.

Contact Details:

Fax: + (357) 22352062; E-Mail: hoc.nicosia@mea.gov.in