



## High Commission of India Windhoek

Invites applications for the  
post of Clerk-cum-typist (1 position)

### Eligibility:

- Graduate with minimum 2 years of experience in office work
- Excellent computer skills, specially typing and knowledge of Word, Excel, Power Point, Libre Office under Linux environment
- Good knowledge of social media platforms
- Fluent in Written and Spoken English
- Good communication and interpersonal skills

Any non-Namibian applicant must have the required residency and work permit to be eligible for consideration.

Interested applicants can send their applications along with a covering letter enclosing the bio-data/photograph/copies of certificates etc to:

Head of Chancery  
High Commission of India  
97, Nelson Mandela Avenue, Klein Windhoek  
**by Tuesday, 30 April 2024**

### Enquiries:

Tel: 061-226037, 228433

Email: [admn.windhoek@mea.gov.in](mailto:admn.windhoek@mea.gov.in)

***(Applications can also be sent on the above email with all documents)***