



## **High Commission of India Windhoek**

invites applications for the  
position of Clerk-cum-Typist

### **Eligibility qualifications:**

- Graduate with minimum of 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 skill

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, 07<sup>th</sup> October 2025**

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)*