

**High Commission of India**  
**Abuja**

**Job vacancy for the post of Social Secretary**

High Commission of India, Abuja, invites applications from suitable candidates for the post of Social Secretary.

1. **Qualification:**

- (i) Bachelor Degree/Higher National Diploma in any discipline. Diploma in Office Management/Secretarial Practice is desirable.
- (ii) A minimum of two years of experience preferably with diplomatic Missions/International organizations/MNCs.
- (iii) Age should not be more than 35 years as on 01<sup>st</sup> November 2020.
- (iv) Excellent communication skill both in written and spoken English.
- (v) Proficient in MS office, Excel and IT/computer administration including soft and hardware skills, management of outlook.

2. **Pay scale:** US\$ 760-1865. The remuneration package will include 21 working days of annual leave.

3. **Job Profile:** Liaising with the local authorities, arranging meetings, events, visits etc in connection with the High Commission work; managing the day-to-day engagements of High Commissioner; miscellaneous office work and other duties as directed from time to time.

4. **How to Apply:** Interested and eligible candidates are invited to apply not later than **23 October 2020**. CV (in the prescribed format) along with copies of relevant/supporting documents in a closed envelope superscribed as “Application for the Post of “Social Secretary” may be sent to the following address:

Head of Chancery,  
High Commission of India,  
364, Cadastral Zone, CBD, FCT, Abuja  
E-mail: [hoc.abuja@mea.gov.in](mailto:hoc.abuja@mea.gov.in) or [info.abuja@mea.gov.in](mailto:info.abuja@mea.gov.in)

**Please note that only short-listed candidates will be called for personal interview. No transport or other assistance/reimbursement will be provided for appearing in the interview.**

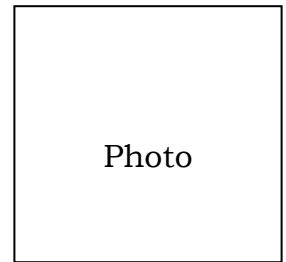
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## Curriculum Vitae

1. **Name:**
2. **Date of Birth:**
3. **Nationality**
4. **Parent's name:**
5. **Address:**
6. **Contact number:**
7. **E-mail:**
8. **Educational Qualification:**
9. **Experience:**
10. **Any additional information/achievement:**
11. **References:**

(i)

(ii)



**Signature**

**Date**

***\*Please enclose copy of Passport/National ID, educational qualification & experience certificate.***

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