



Consulate General of India

The Terraces, 8th floor,
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South Africa-8001

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28 February, 2025

Recruitment for the post of Clerk

The Consulate General of India, Cape Town, invites applications from suitable candidates for position of Clerk.

Responsibilities and Duties:

- Working knowledge of ERP/SAP or similar software
- Working knowledge of MS Office
- General knowledge on accounting process
- Coordinating various events being organised by the Consulate
- Managing payments and bookings
- Secretarial work
- Handling telephone calls and interaction with various service providers
- Administrative, Consular & Protocol related work
- Handling social media activities and audio-visual systems.
- Handling correspondences and communications
- Any other tasks that may be assigned from time to time

Candidates fulfilling the following requirements are welcome to apply:

1.	Educational qualifications	Minimum bachelor's degree.
2.	Language proficiency	Fluent in English (written and spoken)
3.	Experience	Preferably 2 years of work experience in relevant fields
4.	Soft skills	<ul style="list-style-type: none">• Demonstrate creativity in Social Media tools and applications;• Analytical and structured way of working with high reliability and proactive approach;• Communicative and amicable personality with team spirit ;• Ability to multitask and handle workload on schedule;



		<ul style="list-style-type: none"> Dedication & compatibility.
5.	Computer skills	Proficient in Microsoft office-based applications and social media applications, Invitation & pamphlets design etc.
6.	Age	Preferably between 25 and 45 years, as on 01.03.2025
7.	Nationality	South African/Any other national with valid work visa/permit
8.	Joining	Immediate

Last Date:

Interested candidates are invited to send their complete resume with copies of certificates and a latest photograph by 16.03.2025.

Email to: admn.capetown@mea.gov.in

Benefits:

- Annual Bonus equivalent to one month salary after confirmation.
- **Starting salary: R15200 per month (Basic Pay) + applicable allowances if any**
- No medical aid and pension fund.

Only shortlisted candidates would be required to attend the interview at the above address.

