



**Embassy of India
Monrovia**

Vacancy Advertisement for the recruitment of Local Staff

The Embassy of India in Monrovia invites applications for recruitment of Local Staff in the Embassy, as per details shown below:

(i) Marketing Assistant: 01 post

Essential Qualifications: Bachelor's degree/diploma in Commerce/ Economics with Statistics. Good English language skills – both written and spoken. Computer Knowledge with proficiency in MS Office/MS Excel. Preferably having a management Diploma in addition to the above. Preference would be given to those having experience of working in similar capacity in export promotion houses/export related organization/or trade bodies either in the government, semi-government or private sector. Valid Work/ Residence Permit. Age should be between 20-45 Years.

Pay Scale: US\$ 700-21-1015-30-1315-40-1715.

(ii) Clerk: 02 posts

Essential Qualifications: Bachelor's degree in any stream. Good English language skills – both written and spoken. Fair Accounting Knowledge, Computer Knowledge with proficiency in MS Office/MS Excel. At least 2 years' experience in the field relevant to the job description would be desirable. Valid Work/ Residence Permit. Age should be between 20-45 Years.

Pay Scale: US\$ 500-15-725-22-945-28-1225.

Interested candidates may send their applications alongwith relevant documents by e-mail to: admn.monrovia@mea.gov.in on or before **08 August, 2022.**
