



**Embassy of India  
Monrovia**

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**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 20-40 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 20-40 Years.

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

**(iii) Chauffeur (Driver): 01 post**

**Essential Qualifications:** XII Standard Pass in any stream, working knowledge of English, Valid Work/ Residence Permit. At least three years' driving experience with valid Driving License. Age should be between 20-45 Years.

**Pay Scale:** US\$ 400-12-580-17-750-23-980.

**(iv) Messenger: 01 post**

**Essential Qualifications:** XII Standard Pass in any stream, working knowledge of English, Valid Work/ Residence Permit. Age should be between 20-35 Years.

**Pay Scale:** US\$ 300-09-435-13-565-17-735.

Interested candidates may send their applications alongwith relevant documents by e-mail to: [adm.n.monrovia@mea.gov.in](mailto:adm.n.monrovia@mea.gov.in), and cc to: [cons.monrovia@mea.gov.in](mailto:cons.monrovia@mea.gov.in) on or before **18 May, 2022**.

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