



High Commission of India, Lilongwe

JOB VACANCIES

The High Commission of India in Lilongwe invites applications for the following positions from the applicants who are either Malawian citizens or permanent residents with valid appropriate visa and valid work permit :-

1. Marketing Assistant (One vacancy)

Required Qualification and Skills: A University Degree or equivalent qualification preferably in Business & Marketing/International Trade; Knowledge of International Trade Issues, including Intellectual Property Rights; Proficiency in English language, communication skills, teamwork, Computer Operation - including Microsoft Word, Excel, Power Point, etc.; Knowledge of Malawian Government functioning, rules & regulations, and Policies; Organizational skills to plan promotional events.

Work Profile: Preparing of reports including monthly and bi-monthly reports; Timely handling of all trade related queries; Maintaining database of Indian/Malawian importers/exporters; Monitor Indian investments in Malawi and vice versa; Market surveys for selected products & trade promotion activities; Protocol duties with visiting delegations; Any other duties assigned from time to time;

2. Administrative Assistant (Clerk) (One vacancy)

Required qualifications and skills: A University degree; Sound knowledge of computer skills, especially MS Office; Proficiency in English; Basic knowledge of administration and accounts related work; Good writing, communication skills and social media skills.

Work Profile : Handling of various administrative and accounts related work viz. maintaining files, initiate proposals, processing of bills for settlement, preparation of salary and other vouchers etc.; Assist in various Consular related services viz. Passport, Visa, OCI cards etc; To liaise with the local government offices with regard to various services; Assist High Commission events and visits of delegations including protocol duties including at airport as required; Any other work assigned from time to time.

The above two posts are proposed to be filled up on immediate basis. Interested and qualified applicants should send their applications as per proforma available at (https://www.hcililongwe.gov.in/news_detail/?newsid=434) together with, copies of academic/professional certificates and detailed Curriculum Vitae to Email: hoc.malawi@mea.gov.in only.

Last date for receiving the application is 26 February 2021.