



**Permanent Mission of India
to the United Nations Office
9, Rue du Valais
1202 Geneva
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ADVERTISEMENT

Job Title	Clerk
Vacancy	One
Salary	CHF 3300 per month (Basic Pay) + CHF 300 towards medical allowance + 7.47% of salary as social security
About the Position	<p>The Clerk will be responsible for:</p> <ul style="list-style-type: none">• Procurement of office equipment, stationery and other miscellaneous items.• Liaison with packers and movers, clearing agents and local authorities like customs, Swiss Mission, etc., for clearance of incoming and outgoing shipments/consignments.• Processing of invoices of hotel, transport, stationery items, etc.• Translation of incoming/outgoing communications from French to English and vice-versa.• Handling of records and reports related to general administrative matters• Other miscellaneous works assigned from time to time
Essential Qualifications	<ul style="list-style-type: none">• Graduate• Proficiency in English and French (reading, writing and speaking skills, ability to translate from French to English and vice versa)• Typing skills in English and French• Computer literate (knowledge of Office software, internet, etc. and basic computer hardware, handling of computer printers/internet/photocopier/fax, etc.)
Desirable Qualifications	<ul style="list-style-type: none">• Knowledge of Hindi or any other Indian language or foreign language• Prior experience in secretarial tasks and in the areas of administration/establishment in Missions and international organisations• Higher academic qualifications will be an added advantage
Work Permit	<ul style="list-style-type: none">• The applicant must have valid B or C category of Swiss Work Permit/Swiss Nationality

Age	Not exceeding 35 years as on the closing date of receipt of applications
Closing Date	10 November 2022, 1730 hours CET
Skills and Experience	<ul style="list-style-type: none"> • Flexibility and versatility • Ability to deal effectively and successfully with multiple tasks and respond to multiple competing demands and to set priorities • Demonstrated ability to build and maintain effective relationships and working within a team • Strong focus with the ability to communicate effectively with a diverse range of people • Demonstrated commitment to continuous improvement, including adaptability and openness to change • Personal integrity and an honest and ethical approach

Short listed applicants will be called for an interview and skill test. Selected candidate should be able to assume charge of the post within a reasonable time period (maximum of 2 weeks) of completion of appointment formalities.

Interested candidates may send their application and bio-data along with copies of Swiss Work Permit/Proof of Swiss Nationality as well as supporting documents including educational certificates in prescribed format ([Link](#)) to:

Head of Chancery
Permanent Mission of India
9, Rue du Valais, 1202 Geneva
Phone No.: 022-9068686
Email: adm.genevapmi@mea.gov.in;
hoc.genevapmi@mea.gov.in

Applications should reach the above-mentioned address latest by 10 November 2022, 1730 hrs CET.