



भारत का राजदूतावास
नोआकशॉट, मॉरितानिया
Embassy of India
Nouakchott, Mauritania

No. NOU/Admn/579/01/2022

09 May, 2024

NOTICE FOR THE POST OF MESSENGER

The Embassy of India in Nouakchott invites application/CV (in English only) for the one (01) post of Messenger. Qualification and other details are given below:

- (i) **Qualification:** Minimum Class 10 Standard or equivalent. Minimum two (02) years experience in the relevant area of work. Good knowledge of spoken and written English, French and Arabic.
- (ii) **Salary:** Initial gross salary will be MRU 12500/-. CNSS deduction/contribution as per local laws
- (iii) **Job Profile:** Brief description of duty is as below:
- General cleanliness & upkeep of Ambassador Office
 - Carrying of files and other papers within the building
 - Photocopying, making sets, stapling etc.
 - Cleaning specified areas of the Chancery
 - Dusting & shifting of furniture
 - Preparing/serving tea / coffee / refreshments to Embassy Officials/Visitors. Also during other Official functions, similar services are desirable.
 - Any other work assigned by the superior authority
- (iv) **Age:** Preferably below 35 years as on 01.05.2024
- (v) **Place of Duty:** Embassy of India, Nouakchott.

Note: Lack of experience will not be a consideration if an applicant shows promise and meets all other requirements. Duties will not be limited to the briefly described duties above.

2. **All interested and qualified applicants are invited to apply not later than 16th May 2024.** Only short listed applicants will be contacted for test and interview. CV alongwith copies of relevant / supporting documents including references from previous employers (with English translation, wherever required) may be sent via email at adm.nouakchott@mea.gov.in before the last date of submission.

