



No.: 19.01.2301.100.11.002.18/09

Date: 09 January 2024

## Job Vacancy: Receptionist/Clerk

- Number of positions: 01
- Place of work: The Bangladesh High Commission, 8<sup>th</sup> Floor, Hennesy Court, Pope Hennesy Street, Port Louis
- Qualifications:
  - a) Min/Above Higher School Certificate
  - b) Excellent skills (oral and written) in Bangla and English (or French)
  - c) Good IT skills including Microsoft Word, Excel, PowerPoint etc.
  - d) Living near Port Louis or has no difficulty in commuting to Port Louis.
- Job Responsibilities:
  - a) Receive visitors and service seekers
  - b) Manage phone calls
  - c) Maintain contact list
  - d) Manage travel related coordination
  - e) Any other task commensurate to the skill of the employee
- Salary, benefits, and job discipline: According to the rules and regulations of the Government of Bangladesh.
- How to apply:

Please send a CV including a photograph by email to [mission.portlouis@mofa.gov.bd](mailto:mission.portlouis@mofa.gov.bd)  
CV must contain at least two references. Documents must be in English.
- Deadline for application: Friday, 19 January 2023
- Notes:
  - a) Only successful candidate will be contacted for interview.
  - b) We do not provide any information regarding selection criteria.
  - c) We do not give any kind of feedback following interviews.

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