



**REPUBLIC OF BOTSWANA**

**BOTSWANA HIGH COMMISSION – NEW DELHI, INDIA**

**EXTERNAL VACANCY ADVERTISEMENT**

**REF: BIT 2/27/IV (2)**

**DATE: 20/12/2022**

**VACANCY NOTICE NO.3 OF 2022**

The High Commission of the Republic of Botswana in New Delhi invites applications from highly motivated, self-driven citizens of India for the position of **RECEPTIONIST** tenable in Botswana High Commission.

**QUALIFICATIONS**

1. Applicants must possess a minimum of 12<sup>th</sup> Grade Pass certificate
2. Certificate in Business Administration
3. Minimum of 3 years experience of continuous service in a comparable employment
4. Demonstrated ability to read, write and speak English
5. Knowledge of Switchboard system

**RESPONSIBILITIES/DUTIES**

1. Proficiency in Microsoft Office Suite and Typing
2. Proven work experience as a receptionist, front office representative or similar role.
3. Serves visitors by greeting, welcoming, and directing them appropriately.
4. Direct visitors to the appropriate person and office
5. Answer, screen and forward incoming phone calls.
6. Ensure reception area is tidy and presentable, with all necessary stationary and materials.
7. Give out general information on Botswana as well as tourist information brochures to prospective tourist, visitors, students, researchers, etc.
8. Makes travel bookings (tickets and hotels) for staff
9. Operates switchboard (including registration of trunk calls (long distance)
10. Performs any other functions as may be assigned from time to time.

**COMPETENCIES/SKILLS**

1. Good telephone communication etiquette
2. Verbal Communication
3. Active listener
4. Customer focus
5. Professional attitude and appearance
6. Adept at prioritizing, scheduling and multitasking

7. Handles pressure

**SALARY SCALE:** INR 276 576 – INR 352 992 per annum  
**LEAVE:** 24 working days per annum

**BENEFITS:**

- i. 100% Medical cover
- ii. Contributory Pension Scheme (Government contributes 12% and Employee contributes 12%).

**Applications**

Interested candidates should quote the reference number of this vacancy notice, a cover letter, detailed curriculum vitae, certified copies of certificates, at least two references, addresses and deliver their applications in a sealed envelope to:

High Commissioner  
Botswana High Commission  
F8/3, Vasant Vihar  
New Delhi-110057, INDIA

Only short-listed candidates will be contacted for an interview. Applications in hard copy shall not be returned.

**Important**

**Closing date: 6<sup>th</sup> January 2023**

**For further information please contact the First Secretary Administration on +91-11-4653 7000**