



REPUBLIC OF BOTSWANA

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

**EXTERNAL VACANCY ADVERTISEMENT**

**REF: BIT 2/6/S I (13)**

**DATE: 22/11/2021**

**VACANCY NOTICE NO.2 OF 2021**

The High Commission of the Republic of Botswana in New Delhi invites applications for the position of **Office Cleaner** to be deployed at the Chancery.

**Qualifications**

1. Applicants must possess a minimum of High School Education
2. Minimum of 4 years experience of continuous service in a comparable employment
3. Should be able to write and speak English

**Main purpose of the job/duties**

1. Responsible for the daily cleaning of the Chancery
2. Makes tea for diplomatic staff and guests
3. Empties all waste baskets and shreds paper
4. Assists in the purchasing of office supplies, filing and distributing files, photocopying and faxing documents
5. Runs errands as and when required
- 6.** Assists in making preparations for official meetings and events
- 7.** Performs any other duties assigned from time to time.

**Competence/skills**

1. Integrity and trust
2. Planning and organizing
3. Interpersonal skills
4. Time management
5. Ethics and values
6. Customer focus
7. Computer literacy

**Salary Scale:** (INR 18 759.00 – INR 25 139.00) per month

**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, provide a 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  
C-9/3, VasantVihar  
New Delhi-110057, INDIA

Applications that do not meet the prescribed criteria will not be considered. Only shortlisted candidates will be contacted.

**Important**

**Closing date: 3<sup>rd</sup> December 2021**

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