

**HIGH COMMISSION OF INDIA  
ACCRA  
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**Staff Required**

Applications are invited from eligible candidates for appointment to the following posts in the High Commission:

**Junior Marketing Officer – 01 post**

**Qualifications**

- ⑩ Should possess a Masters Degree in Marketing/Finance/Economics/International Business
- ⑩ Should be fluent in English language & local language
- ⑩ Working knowledge of computer (Word, Excel, Presentation, Data Entry)

**Job description:** Market analysis, market surveys, preparation of reports, organising business meetings/events, identification of potential local companies, preparation of list of local importers/buyers, addressing trade queries, etc.

**Work Experience:** Preference will be given to those having experience of working in similar capacity for 1-3 years in export promotion houses, export related organizations/trade bodies either in government, semi-government or private sector.

- ⑩ Age limit: **21-30 years**
- ⑩ Starting salary: **USD 400 p.m.**

**Cleaner – 01 post**

**Qualifications**

Junior Secondary School. Should be able to read and write well in English.

**Work Experience:** Preference will be given to those having experience of working in similar capacity for at least 1 year.

- ⑩ Age limit: **below 35 years**
- ⑩ Starting salary: **USD 150 per month**

Interested candidates should submit an application in person or by post, on or before **25 October 2024** with detailed CV, address, mobile number and email ID, copy of photo identity card, copies of educational certificates, work experience certificate(s) and two references from the educational institutes last studied/previous employer(s). The applications should be sent to:

**Head of Chancery  
High Commission of India  
No. 9 Ridge Road, Roman Ridge,  
P.O. Box No. CT-5708, Accra  
Tel: 0307020903/904/905**