



Embassy of India, Sao Tome

The Embassy of India, Sao Tome seeks to employ competent, well qualified and suitably experienced personnel as per the following details:

Job Title: Consular Clerk cum Typist

Eligibility Criteria: Age 21 to 35 years

Qualification: Graduate degree in any discipline. Proficiency in data collection, translation work, computer skills in Word, Excel, PowerPoint and other software. Must be very fluent in spoken/written English and Portuguese.

Remuneration: Suitable candidate would be appropriately remunerated.

All interested and qualified applicants are invited to apply not later than 19 June 2024. Only shortlisted applicants will be contacted for written test and interview. CV/resume along with copies of relevant/supporting documents including one reference, may be sent to the following address, by hand or by e-mail:

Subhash Bist, Attache (Admin)
Embassy of the Republic of India
Plot 41-B, 159 HF, Campo de Milho
District Agua Grande, São Tomé
São Tome & Principe
E-mail: admn.saotome@mea.gov.in