

RECRUITMENT NOTICE

The High Commission for the Republic of Cameroon in the United Kingdom of Great Britain and Northern Ireland has the honour to announce a vacancy for the position of a Secretary.

The Secretary will be in charge of all general secretarial duties in the High Commission. He/she will have to fulfil the following tasks:

1. Secretarial duties:

- Typing correspondences,
- Forwarding files,
- Answering and making phone calls,
- E-mail handling (printing and replying)

2. Personal Assistant duties

- Arrangement of meetings/audiences and booking of appointments for the Head of Mission and other staff;
- Following the Agenda of the Head of Mission and reminding the Head of Mission and other staff of appointments and meetings.

Amongst other duties he/she may be required to assist in receiving guests.

Interested candidates should be holders of at least a GCE Advanced level, be fluent in English and French. They should also possess good organisational, writing and communication skills, be computer literate and be able to adapt in a diplomatic environment, be composed and polite.

Selected candidates would be retained for a probation period of three (03) months that will enable the High Commission to assess their skills and suitability for the position before making a final decision.

Interested persons should submit applications and curriculum vitae to the office of the High Commissioner at 84 Holland park, London W11 3SB.

The closing date for applications is 31 January 2018