



**HIGH COMMISSION OF INDIA  
LIBREVILLE**

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**The High Commission of India, Libreville, invites applications from suitable candidates for the following posts:**

Sl No.	Post	Vacancy**	Qualification
1.	Interpreter/Translator Pay: USD 1200.00 (in equivalent CFA)	1	<b>Minimum Educational Qualification:</b> Bachelor Degree, Certification in English proficiency such as TOEIC, TOEFL, <b>Experience:</b> At least 5 Years experience as translator/interpreter Language: Clear understanding and ability to speak, read and write in English and French. Ability to translate letters/email from English to French and vice versa. <b>Skills:</b> Computer Knowledge with emphasis on MS Word, Excel and Powerpoint, with a minimum typing speed of 30 words per minute. Ability to translate quickly, confidently and accurately, speak clearly in both languages (French-English) using proper pronunciation, enunciation and polite expressions. <b>Commute:</b> Preferably in possession of personal vehicle.
2.	Marketing Assistant Pay: USD 1100.00 (in equivalent CFA)	1	<b>Minimum Educational Qualification:</b> Bachelor Degree, preferably in Marketing or Commerce, Good communication skills, preferably in English and French Language, fluency (noting/drafting) in English and French Language. Certification in English proficiency such as TOEIC, TOEFL. <b>Age:</b> Preferably 20-35 Years old as on last date for applying. <b>Experience:</b> Minimum work experience of one year in the field of Marketing.

			<b>Skills:</b> Computer Knowledge with emphasis on MS Word and Excel. <b>Commute:</b> Preferably in possession of personal vehicle.
3.	<b>Receptionist/Clerk</b> <b>Pay: USD 800.00</b> <b>(in equivalent CFA)</b>	1	<b>Minimum Education Qualifications:</b> Candidate must be a graduate from a recognized university. Candidate having good knowledge of Typing (English/French), Computer Knowledge, communication skills in English and French language will be preferred. <b>Age:</b> Preferably 20-35 Years old as on last date for applying. <b>Experience:</b> 1-2 Years Secretarial/clerical experience preferred.
4.	<b>Consular Clerk</b> <b>Pay: USD 800.00</b> <b>(in equivalent CFA)</b>	1	<b>Minimum Education Qualifications:</b> Candidate must be a graduate from a recognized university. Candidate having good knowledge of Typing (English/French), Computer Knowledge, communication skills in English and French language will be preferred. <b>Age:</b> Preferably 20-35 Years old as on last date for applying. <b>Experience:</b> 1-2 Years Secretarial/clerical experience preferred.
5.	<b>Chauffer</b> <b>Pay: USD 800.00</b> <b>(in equivalent CFA)</b> <b>+APPLICABLE Overtime Allowance</b>	1	<b>Passed High School. At least 3-5 years of driving experience</b>
6.	<b>Messenger</b> <b>Pay: USD 600.00</b> <b>(in equivalent CFA)</b>	1	<b>Passed High School and Fluent in French and English</b>

**\*Applicant must possess Gabonese Nationality**

**\*\* Last date of apply: 08.08.2025 (Friday till 17Hrs)**

**Contact at:**

**Application form can be found at:**

**<https://docs.google.com/document/d/10yeC30cVZVZ3-iLd9>**

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### **How to apply:**

- 1 Interested applicants must submit the following:
- 2 Detailed CV/Resume with a Cover letter
- 3 Filled Pro-forma Application Form (Link)
- 4 Passport size photograph
- 5 Copy of Educational Qualifications and Work Experience
- 6 Copy of Passport & Residence card

**Submit your application to:** Head of Chancery High Commission of India, Libreville through email.

**Email:** [hoc.libreville@mea.gov.in](mailto:hoc.libreville@mea.gov.in) and [amb.libreville@mea.gov.in](mailto:amb.libreville@mea.gov.in),

***Please note:*** Only those candidates suitable for the position will be contacted.