



High Commission of India Pretoria

Advertisement for recruitment to the post of Assistant in The High Commission of India, Pretoria

Position: One (01) position of Assistant

Qualification:

- University graduate as minimum educational qualification.
- Proficient in English (Written and Spoken).
- Preference will be given to applicants proficient in design tools.
- Previous work experience of at least 03 years in similar capacity.

Description of Duties:

- Planning, logistics, coordination, execution and evaluation of official events, conferences, exhibitions and cultural programmes.
- Event Management including budget management, venue sourcing (including licensing, permits and safety protocols), marketing and promotion, vendor coordination, on-site execution and clean up.
- Communication including drafting notes, emails, problem solving and creativity.
- Post event data analytics and networking.

Working Hours: Full time job. 0830-1700 hrs (Monday to Friday). The applicant should be able to perform duties after office hours/weekends, if required.

Pay Scale: Monthly Pay Rand 19,760/- with annual performance based increment.

Interested candidates may send their filled-in application form (available on official website <https://www.hcipretoria.gov.in/>), CV with latest passport size photograph, previous employer references, copies of educational certificates and work experience etc. latest by **12 August 2026** either by email at hoc.pretoria@mea.gov.in or by delivering physical copy at the High Commission of India, Pretoria (852 Francis Baard Street, Arcadia, Pretoria). Shortlisted candidates will be informed by email to appear for Computer Test and Interview.

Please note that the High Commission does not sponsor any kind of Work Visa.

APPLICATION FORM FOR THE POST OF ASSISTANT

1. Full Name:		
2. Mobile No:		
3. Email:		
4. Current Residential Address:		
5. Gender:		
6. Date of Birth:		
7. Nationality		
8. National ID:		
9. Education Qualification		
10. Specialization / Additional Qualifications (if any)		
11. Previous working experience (in years):		
Name of Employer	Address of Employer	Period
12. Any other relevant information candidate intends to provide:		

*Please attach copies of following documents with this application:

- (i) Curriculum Vitae (CV) (ii) Certificate of educational qualifications
(iii) Proof of Identity (iv) 02 latest Photographs

13 I hereby certify that the information given above is correct to the best of my knowledge and belief. I am fully aware that if any information given above is found incorrect or any information is suppressed or concealed subsequently, my candidature or services will liable to be cancelled on this ground without any notice.

Date:

Place:

Signature of the Candidate