

GUYANA HIGH COMMISSION, LONDON – VACANCY

Applications are invited for the following position at the Guyana High Commission, London, UK:

Executive Officer II (General)

Required Qualifications:

- Five (5) GCSE or CXC Subjects inclusive of English and Mathematics
- Knowledge of Microsoft Office and Electronic Data Management
- Customer Service Experience

Job Description

The Executive Officer II (General) will be required to:

- Supervise the implementation of an electronic data and record keeping project
- Manage the electronic storage and retrieval of records
- Supervise the generation of reports of records
- Manage the preparation of Consular and Mission packages for despatch and related procedures
- Receive mails and record remittances in appropriate ledgers
- Assist with the preparation of shipments to Guyana and other related protocol duties
- Perform duties as the switchboard operator/receptionist when requested to do so
- Perform other duties as assigned

The successful applicant will be:

1. provided with the full list of duties/responsibilities and on- the- job training.
2. offered a one-year contract after a probationary period of six months.

The position attracts a weekly gross wage of £ 503.29, 28 days paid vacation leave, 14 paid sick days, 4% of weekly earnings paid towards the employee pension scheme and the equivalent of one month salary at the end of each 12 months contract period.

Interested persons may forward their letter of application, detailed CV and a recent passport size photograph to:

**High Commissioner
Guyana High Commission
3 Palace Court, Bayswater Road,
London, W2 4LP.**

Email to: guyanahc1@btconnect.com

Deadline for receipt of applications: November 20, 2023

Applicants must submit proof of qualifications and two reference contacts along with application.

Note: Only suitably qualified applicants will be acknowledged. The High Commission is not bound **to make an appointment from among those persons who apply.**
