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London, 15 AUG 2023

PUBLIC NOTICE

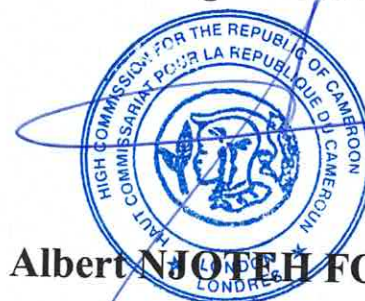
Re: Vacancy – Secretary/PA to HE the High Commissioner

The Public is hereby informed that the High Commission is currently recruiting a secretary to provide administrative support at the Office of HE the High Commissioner.

- **Job Subcategory:** Chancellery.
- **Type of Position:** Full-time, Contract.
- **Location:** London, 84 Holland Park, W11 3SB.
- **Main Responsibilities:** Organise the High Commissioner's diary, meetings and visit programmes; coordinating the High Commissioner's interaction with all High Commission departments (to include, disseminating of important messages & sharing papers); tracking emails, correspondences, filing and keeping an up-to-date database; arranging events at the Residence and externally.
- **Essential qualifications:** A minimum of 2 years experience in a similar role; excellent language skills (written & oral) in both French and English; IT competence with Microsoft Office software and other standard office technology; ability to collaborate with stakeholders at all levels.
- **Visa/ work permit requirement:** Candidates must hold a right to work and live in the UK.
- **Salary:** To be discussed.
- **Application deadline:** 29 September 2023

To apply for this position, please send your CV and Cover letter to the following emails info@cameroonhighcommission.co.uk OR consular@cameroonhighcommission.co.uk.

The High Commissioner



Albert NJOFEH FOTABONG