



**High Commission of India  
Suva**

**VACANCY**

The High Commission of India, Suva invites application for the following vacant post in the Swami Vivekananda Cultural Centre, Level-6, LICI Building, Butt Street, Suva:-

- **Programme Assistant : 01**

**Duties and Responsibilities:-**

- **Provide programme and administrative support such as work plans, reports and proposals on programme implementation arrangements and organization of events, meetings and workshops, etc.**
- **Prepare presentation material/slides in Power-point for presentations for the meetings/workshops.**
- **Identify sources, gather and compile data and information for the preparation of documents, guidelines, and other material as required.**
- **Other duties as required.**

**Qualifications:-**

- **Minimum Education: Form 6 / Form 7 pass**
- **Good Proficiency in use of Computers**
- **Should be proficient in written and spoken Hindi, English. iTaukei language will be considered as an additional advantage.**
- **Good knowledge and understanding of India and Indian Culture**
- **Work experience of similar nature desirable**
- **Strong interpersonal skills and ability to be a team player**

**Desirable Qualification:-**

- **Degree or equivalent, from recognized University**
- **Knowledge of Graphic Designing**

**Pay Scale USD 1000-30-1450-43-1880-56-2440**

Complete application titled “**Application for Programme Assistant**” with necessary supporting documents (for qualification, photo identity, experience, reference etc.) should be e-mail to the Director (SVCC) on Email [culture.suva@mea.gov.in](mailto:culture.suva@mea.gov.in) by Saturday 09<sup>th</sup> March 2024.