



High Commission for Pakistan
London

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Chancery Division
London

VACANCY NOTICE

Consular Assistant

High Commission for Pakistan, London is looking for suitable candidates to work on the following post:

Sr. No.	Job Title	No. of Positions
1	Consular Assistant	One

The candidates should be legal residents of the UK and meet the following criteria below:

- Possess valid stay in UK or nationality of UK.
- Computer proficient with excellent knowledge of operating MS Office, data Entry and scanning.
- Good command of spoken and written English and Urdu languages.
- Accounts and Administration experience is required.
- Excellent customer service skills
- Medically Fit

A salary package would be offered in accordance with qualification and work experience.

Suitable candidates should apply with their detailed C.V. by **20 May 2017 before 1200 hrs** either by email at jobs@phclondon.org or by post at:

Head of Chancery
High Commission for Pakistan
35-36 Lowndes Square
London SW1X 9JN

Only short listed candidates will be contacted for interviews.

05 May 2017

(Asif Khan)
Head of Chancery