



High Commission for Pakistan
London

34-36 Lowndes Square
London SW1X 9JN
Tele: +44 (0)20 7664 9237
Fax : +44 (0)20 7664 9224
E-mail: jobs@phclondon.org

Chancery Division
London

VACANCY NOTICE

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

Sr. No.	Job Title	No. of Positions
	Data Entry Operator	One

The candidate should be legal resident of the UK and meet the following criteria mentioned for relevant job:

- Possess valid stay in UK or nationality of UK.
- Computer proficient with excellent knowledge of operating MS office, data entry, scanning and MSSQL Server Management
- Good command of spoken and written English and Urdu languages.
- Excellent customer service skills
- Medically Fit

Preference will be given to Experience with Database Administration for MSSQL Server

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

Suitable candidates should apply with their detailed C.V. by **22 December 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.

06 December 2017

(Asif Khan)
Head of Chancery