

GUYANA HIGH COMMISSION, LONDON - VACANCY

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

Executive Officer I (Consular)

Required Qualifications

- Three (3) GCSE or CXC Subjects inclusive of English;
- Basic Math skills;
- Knowledge of Microsoft Office specifically Microsoft Word.

Job Description

The Executive Officer I (Consular) will be required to:

- Assist citizens applying for Guyana passports and Emergency Certificates;
- Assist citizens as far as possible on matters pertaining to immigration and nationality, welfare, general passport matters, non-impediment to marriage, birth/death/marriage/adoption certificates and police clearances;
- Deal with requests for renunciation of citizenship, registration of overseas births and registration of citizenship;
- Accept applications for Guyana visas from foreign citizens;
- Deal with the notarisation and/or legalisation of various documents, among other duties.

The successful applicant will be:

1. Provided with the full list of duties/responsibilities and on the job training;
2. Required to provide two references and offered a one-year contract after a probationary period of six months.

The position attracts a weekly gross wage of £420.00.

Please forward your letter of application, detailed CV and a recent passport size photograph via email to guyanahc1@btconnect.com or post to Guyana High Commission, 3 Palace Court, Bayswater Road, London, W2 4LP.