

**High Commission  
For the Republic of Cameroon  
In Canada**  
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**Haut-Commissariat  
Pour la République du Cameroun  
Au Canada**  
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No. 029 /HCO

Ottawa, **25 NOV. 2024**

**VACANCY NOTICE AT THE HIGH COMMISSION OF CAMEROON  
IN CANADA**

The High Commission of Cameroon in Canada announces a vacancy for the position of Records Management Technician within its services.

The requirements for this position are as follows:

**1. Main duties:**

- Ensure the reception, information and orientation of users ;
- Receive, record, store and preserve documents ;
- Respond to users' main queries and follow up on their files ;
- Examine and analyze various files received by the Diplomatic Mission, in accordance with pre-established guidelines, and ensure that they are referred to users ;
- Draw up statistics and activity reports on services provided.

**2. Qualifications**

- At least a university degree (Bachelor +2);
- At least three (03) years' professional experience;
- Good knowledge of French and English.

**3. Professional and personal qualities**

- Very good organizational skills ;
- Politeness and courtesy ;
- Reserve and discretion ;
- Team spirit.

#### 4. File composition

- A detailed curriculum vitae ;
- A letter of motivation ;
- Other documents: the High Commission reserves the right to request any additional documents in connection with the examination of the application.

#### 5. Submission of applications

Applications must be received no later than December 20<sup>th</sup>, 2024, via one of the following channels:

- By postal means to: **Cameroon High Commission, 170 Clemow Avenue, K1S 2B4, Ottawa, Canada;**
- By e-mail to the following electronic address: **office@hc-cameroon.ca**

Successful candidates will be invited to attend an interview at the High Commission on a date to be determined. -

