

**High Commission
For the Republic of Cameroon
In Canada**



**Haut-Commissariat
Pour la République du Cameroun
Au Canada**

No. **009** /HCO

Ottawa, **18 MARS 2025**

**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 ;
- A justification of a valid status in Canada ;
- 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 April 18th, 2025, 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. -

