



सत्यमेव जयते

**Embassy of India,  
Addis Ababa**

The Embassy of India, Addis Ababa seeks to employ competent, well qualified and suitably experienced personnel as per the following details:

**1. Job Title:** Marketing Executive

**Qualification:** Masters Degree preferably MBA in marketing.

**Brief description of duties:** Developing trade and investment opportunities for Indian companies, encouraging export prospects of Ethiopian companies from India, market surveys, organizing seminars, liaison with Ethiopian Investment Commission, Ministry of Trade and Industry etc.

**2. Job Title:** Consular Clerk cum Typist

**Qualification:** Graduation.

**Brief description of duties:** Handle biometric system of visa section, receive visa applications and process them, provide local assistance in consular cases to Consular Officer

**3. Job Title:** Cultural Clerk cum Typist

**Qualification:** Graduation, preferably in Art/Social Science.

**Brief description of duties:** Coordinate with various local agencies, departments and art/culture groups and arrange wide cultural publicity and Programmes/exhibitions. Liaison with media houses and agencies.

**4. Job Title:** Community Welfare Clerk

**Qualification:** Graduation in Social Sciences.

**Brief description of duties:** Handle Indian community related emergencies involving legal/consular/medical issues, liaison with Indian community and related Ethiopian Government agencies/dependents. Work related to IBF, IEF, IWA, and other Indian Community Associations.

**Note:** Minimum 2 years experience in the relevant areas of work. Lack of experience will not be a consideration if an applicant shows promise and meets all other requirements. Duties will not be limited to the briefly described duties above.

**Language:** Excellent command over spoken and written English and Amharic. Required attributes: (i) Knowledge and skill in office IT Programmes. (ii) Good knowledge and awareness of Ethiopian current affairs. (iii) Ability to work hard and with enthusiasm in an Embassy setting. (iv) Ability to work in a team and independently when required. (v) Willingness & capacity to learn as well as take initiative and handle any other work assigned from time to time, beyond the duties described briefly.

**Age:** Below 35 years as on 30 June, 2017.

**Place of Duty:** Embassy of India, Addis Ababa.

All interested and qualified applicants are invited to apply not later than 20 May, 2017. Only short listed applicants will be contacted for written test and interview. CV alongwith copies of relevant/supporting documents including one reference, may be sent to the following address by post, by hand or by e-mail:

**Mr Vijayakumar K., Head of Chancery**

**Embassy of India,**

**P.O.box: 528, Addis Ababa**

**E-mail: [hoc.addisababa@mea.gov.in](mailto:hoc.addisababa@mea.gov.in) or [adm.addisababa@mea.gov.in](mailto:adm.addisababa@mea.gov.in)**