



**Embassy of India,
Addis Ababa**

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

1. Job Title: Multi Tasking Staff (MTS) -02 Posts

Qualification: 10th Class Pass or Equivalent.

Brief description of duties: 1. Physical maintenance of records of the Section i.e. some office related work like typing documents on computer, stock verification, document filling etc.,

2. General cleanliness & upkeep of the section/unit.

3. Carrying of files and other papers within the building.

4. Photocopying, making sets, stapling, spiral bindings, sending of FAX etc.’

5. Other non-clerical work in the Embassy.

6. Delivering of dak inside and outside of the Embassy and bank related work.

7. Watch and ward duties.

8. opening and closing of rooms, windows, machineries etc.

9. Cleaning of specified areas of Chancery/Embassy Residence

10. Dusting & shifting of furniture etc.’

11. Cleaning of furniture & fixtures etc.

12. Attending to minor electric, plumbing work.

13. Driving of vehicles, if in possession of valid driving license.

14. Upkeep of open area including parks, lawns, potted plants etc.’ within the premises of the Chancery/Embassy Residence.

15. Some office related work in all respects as per the needs of the Embassy like LCD projector, Computer, Audio-Video system etc.

16. Preparing/serving tea/coffee/refreshments to Embassy Officials/visitors. Also during other official functions, similar services are desirable.

17. Any other work assigned by the superior authority.

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: Good knowledge of spoken and written English and Amharic. Required attributes: (i) Good knowledge and awareness of Ethiopian current affairs. (ii) Ability to work hard and with enthusiasm in an Embassy setting. (iii) Ability to work in a team and independently when required. (iv) 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: Preferably below 40 years as on 16 October, 2017.

Place of Duty: Embassy of India, Addis Ababa.

All interested and qualified applicants are invited to apply not later than 16 October, 2017. Only short listed applicants will be contacted for 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 Ashok Kumar, Head of Chancery

Embassy of India,

P.O.box: 528, Addis Ababa

E-mail: hoc.addisababa@mea.gov.in or admn.addisababa@mea.gov.in