



**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:

Job Title: Interpreter cum Social Secretary to the Ambassador - 01 Post

Qualification: i) Essential: Graduate, excellent knowledge of English and Computers with good Typing speed.

ii) Desirable: Diploma in Office Management/Secretarial Practice.

Brief description of duties:

i). Interpretation work at Embassy.

ii) Liaise with various Ministries/Government offices/PSUs and maintain regular contact.

iii) Handle secretarial work, maintain data bases, records etc.

iv) Schedule appointments, meetings and provide necessary logistical and documentary support in this regard.

v) Periodic necessary support to organize and host events of Ambassador.

Note: Minimum 2 years experience in the relevant areas of work, preferably as Office Manager/ Executive Secretary. 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 11 June, 2018.

Place of Duty: Embassy of India, Addis Ababa.

All interested and qualified applicants are invited to apply not later than **11 June, 2018**. 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