



**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.

Salary: Starting salary at about US \$ 550 per month. Further advance increments commensurate to skills can be considered for deserving candidates.

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 in a diplomatic Mission/International organisations. 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 30 September, 2018.

Place of Duty: Embassy of India, Addis Ababa.

All interested and qualified applicants are invited to apply not later than **24 September, 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 Mohan Lal, Head of Chancery
Embassy of India,
P.O.box: 528, Addis Ababa**

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