



**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: At least 8th Class Pass, higher educational qualification will be given preference.

Brief description of duties: Providing logistic support to arrange official events of Embassy, support in documentation, filing, photocopying; delivery of mails and invitation in Addis Ababa, ability to carry out necessary liaison work in utility offices and other necessary support in this regard, other non-clerical work in the Embassy, cleanliness and upkeep of spaces as required, attending to minor electric, plumbing and other maintenance work and preparing/serving tea/coffee/refreshments to Embassy Officials/visitors as well as during other official functions. Any other work assigned by the superior authority.

Note: Minimum 2 years of work experience. Preference will be given to those who have prior work experience in Embassies and International organization.

Language: Good knowledge of spoken and written English and Amharic. Required attributes: (i) Ability to work hard and with enthusiasm in an Embassy setting. (ii) Ability to work in a team and independently when required. (iii) 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 **19 November, 2018**.

Place of Duty: Embassy of India, Addis Ababa.

All interested and qualified applicants are invited to apply not later than **19 November, 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**