



सत्यमेव जयते

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: Executive Assistant - 01 Post.

Salary: Starting salary at about US \$ 350/- per month. Further advance increments commensurate to skills can be considered for deserving candidates.

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

Brief description of duties: The Embassy has different allocated work sphere for Executive Assistants from Managing Reception Desk to consular affairs, cultural work to diaspora related work, administration work to protocol work etc. The Embassy reserves the right to allocate a particular work to the appointed EA.

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 31 July, 2019.

Place of Duty: Embassy of India, Addis Ababa.

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

Salary: Starting salary at about US \$ 175/- per month. Further advance increments commensurate to skills can be considered for deserving candidates.

Qualification: At least 8th Class Pass, holders of 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 31 July, 2019.

Place of Duty: Embassy of India, Addis Ababa.

All interested and qualified applicants are invited to apply not later than **24 July, 2019**. 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 admn.addisababa@mea.gov.in