

Vacancy Advertisement

Position of Temporary Clerk (Contingency Paid) in the Embassy of India, Berlin

The Embassy of India in Berlin is inviting applications for hiring of a Temporary Clerk (Contingency Paid) in the Embassy of India, Berlin for a period of **01 (One) year only**.

Job Position - Temporary Clerk (Contingency Paid).

Number of Vacancies - 2

Job Description -

- Support the team in researching, analysing, and reporting on the publications of Journalists, newspapers and think tanks in India and Germany.
- Preparation of reports/summaries of news articles and publications from different newspapers and Think Tanks.
- Supporting the team in processing the Visa applications.
- Managing newspaper subscriptions for different wings of the Embassy and its officials.
- Support in the day-to-day functioning of the Press and Information wing of the Embassy.
- Assisting in maintenance of the Embassy website.
- Scheduling and arranging meetings and related aspects.
- General administrative works.
- Processing of different types of tax claims & preparation of vouchers.
- Processing matters related to Insurance, Social Security, etc.
- Processing matter related to recruitment.
- Ordering/distribution of stationery.
- Administrative correspondence with German authorities.
- Any other work as directed from time to time.

Essential Qualifications:

1. **Educational:** Bachelor's degree in any stream or equivalent vocational training.
2. **Language proficiency:** B2 level proficiency in German. Excellent English language skills- both written and spoken.
3. **Residence status:** German / EU / Indian citizen (with valid work and residence permit). Student Visa holders may not apply.
4. **Computer skills:** Proficient in MS Office. Understanding of computer hardware would be preferable.
5. **Social Media Skills:** Able to draft and post on social media, and monitor social media.
6. **Experience:** At least 2 years' experience in a field relevant to the job description would be desirable.
7. **Age:** Between 21-40 Years

Soft Skills:

- Dedication and flexibility, Technical understanding and Service oriented
- Analytical and structured way of working with high level of reliability and proactive approach
- Communicative and friendly personality. Team spirit and intercultural competence
- Ability to multitask, work under pressure and handle increased workload

Location - Berlin

Available for Joining w.e.f. from – 14th May, 2024 for One Year and 2nd July, 2024 for One Year. (Extendable based on the discretion of Embassy of India, Berlin.)

Starting Salary (EUR) - Fixed pay of EUR 2150. In addition to the gross pay, the Embassy will pay the employer share of the German Social Security package.

To Apply - One Covering Letter, Curriculum Vitae (CV), valid work and residence permit can be e-mailed to: hoc.berlin@mea.gov.in, and CC to: ga.berlin@mea.gov.in, with Subject - 'Application for Temporary Clerk in the Administration Wing'

Application Deadline: 18 April 2024
