

## **Vacancy Advertisement**

### **Position of Messenger in the Embassy of India, Berlin**

The Embassy of India in Berlin is inviting applications for hiring of a Messenger.

**Job Position** - Messenger

#### **Job Description** -

1. Feeding of data in the computer and attending e-mails
2. Maintenance of office records
3. Dispatch and collection of official mail/post
4. Collecting/Delivering miscellaneous items from/to Embassy
5. General office work, filing and organisation work
6. Ability to undertake desk as well as other work requiring physical movement
7. Any other work as directed from time to time

#### **Essential Qualifications:**

1. **Educational:** 10<sup>th</sup> Grade/Matriculation
2. **Language proficiency:** German B1 level. Good knowledge of English language skills- both written and spoken. Additional knowledge of Indian languages is desirable.
3. **Residence status:** German / EU / Indian citizen (with valid work and residence permit). Student Visa holders may not apply. Place of residence should be in Berlin only.
4. **Computer skills:** Knowledge of MS Office.
5. **Experience:** At least 2 years' experience in a field relevant to the job description would be desirable.
6. **Age:** Between 21-40 Years

#### **Soft Skills:**

- Dedication and flexibility, 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**

**Number of Vacancy- 02**

**Starting Salary (EUR)** - Starting pay: €1520 plus 15.5% COLA in the pay scale €1520-46-2210-66-2870-86-3730 (beginning pay- annual increment to monthly pay in three stages- end pay). In addition to the gross pay, the Embassy will pay the employer share of the German Social Security package. The remuneration package also includes statutory leave.

**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 Messenger'

**Note: Shortlisted candidates will have to submit a health certificate from a physician certifying that he/she is in a good physical and mental health, and not having any communicable illness.**

**Application Deadline: 08 April 2023**

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