

Vacancy Advertisement

Position of Steno-Typist in the Embassy of India, Berlin

The Embassy of India in Berlin is inviting applications for hiring of a Steno-Typist in the Science & Technology Wing.

Job Position - Steno-Typist

Job Description -

1. Interaction with scientific institutions, government departments and other organisation
2. Assistance in events of Science & Technology Wing
3. Administrative matters related to Science & Technology Wing
4. Maintenance of appointments and fixing of meetings
5. General office work, filing and organisation tasks
6. Translation, handling regular correspondences, and minute taking
7. Any other task 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

Number of Vacancy- 1

Starting Salary (EUR) - Starting pay: €1976 plus 5% COLA in the pay scale €1976-59-2861-86-3721-112-4841 (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 Steno-Typist in the Science & Technology Wing'

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: 22 June 2020
