

Vacancy Advertisement

Position of local post of Clerk in the Embassy of India, Berlin

The Embassy of India in Berlin is inviting applications for a local post of Clerk. Details are given below:

Job Position - Clerk

Job Description -

1. Carrying out administrative/ press & information work, auditing and processing of bills
2. Preparing Newsletters/ Information material for community members.
3. Organising events.
4. Liaising and correspondence with relevant German authorities in concerned Ministries/agencies.
5. General office work, filing and organisation works.
6. Any other work as directed from time to time.

Essential Qualifications:

1. **Educational:** Minimum 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

Desirable qualifications:

1. Demonstrates dedication and analytical bent of mind, intercultural competence and pro-active approach. Strong management capability and ability to prioritize and deal with multiple tasks.
2. Ability to deliver at the required pace, and handle multiple priorities effectively and flexibly.
3. Collaborative spirit, strong interpersonal and team work skills.

Location - Berlin

Number of Vacancy- 1

Starting Salary (EUR) - Starting pay would be EUR 1900 plus 5% COLA in the pay scale 1900-57-2755-83-3585-108-4665 (beginning pay- annual increment to monthly pay in three stages-end pay). In addition to the gross pay, the Embassy will pay the employer's share of the German Social Security package. The remuneration package also includes statutory leave.

To Apply - ***One Covering Letter, Curriculum Vitae (CV), copy of valid work and residence permit to be e-mailed to: hoc.berlin@mea.gov.in, and CC to: ga.berlin@mea.gov.in, with Subject - 'Application for local Clerk in the Embassy of India, Berlin'***

Application Deadline: 13 July 2020
