

## Vacancy Advertisement

### Position of Clerk-cum-Typist in the Political Wing of the Embassy of India, Berlin

The Embassy of India in Berlin is inviting applications for hiring of a Clerk-cum-Typist in the Political Wing of the Embassy of India, Berlin.

**Job Position** - Clerk-cum-Typist

#### **Job Description** -

- Analysis of current socio-political events in Germany and European Union and preparation of short reports
- Daily translation of German News
- Liaising with relevant German authorities and diplomatic missions
- Preparation of political reports and record keeping
- Translation, regular correspondence, minute taking
- General office work, filing and organisation work
- Any other work as directed from time to time

#### **Essential Qualifications:**

1. **Educational:** Bachelor's degree in any stream or equivalent vocational training. Preference will be given to candidates with degree in political science or international relations.
2. **Language proficiency:** C1 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: EUR 1900 plus 15.5% 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 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](mailto:hoc.berlin@mea.gov.in), and CC to: [ga.berlin@mea.gov.in](mailto:ga.berlin@mea.gov.in), with Subject - 'Application for Clerk-cum-Typist in the Political 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: 05 April 2023**

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