

Vacancy Advertisement

Position of Clerk in the Embassy of India, Berlin

The Embassy of India in Berlin is inviting applications for hiring of one Local Clerk in the Embassy of India, Berlin

Job Position - Local Clerk

Job Description -

- Assisting in managing the office of the Deputy Chief of Mission, particularly external engagements in Germany.
- Liaising with German Ministries, Chancellery, Bundestag, etc.
- Corresponding via email and telephone with German Ministries, Chancellery, Bundestag, etc.
- Daily Diary Management and scheduling meetings with German interlocutors.
- Translating documents from DE-EN and EN -DE and interpretation as and when required.
- Researching, sourcing and collecting information from open sources.
- Planning, Organizing and Executing events hosted by Deputy Chief of Mission.
- Managing the social calendar of the Deputy Chief of Mission
- General office work, filing and organisational tasks including maintenance of office records and its continuous updating.
- Any other task as required.

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 & IT 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:

- Must be tactful, have good communication skills, good interpersonal skills, flexibility and a desire to work as part of a team.
- Analytical and structured way of working with high level of reliability and

proactive approach

- Ability to multitask, work under pressure and handle increased workload

Location – Berlin

Available for Joining w.e.f. from – Immediately

Number of Vacancies - 1

Starting Salary (EUR) - Starting pay would be EUR 1900 plus 23.5% 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, and CC to: ga.berlin@mea.gov.in, with Subject - 'Application for the position of Local Clerk',

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: 09. July 2024
