

Vacancy Advertisement

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

The Embassy of India, Berlin invites applications from suitable candidates for the full time position of Steno-Typist in the Science & Technology Wing in the Embassy of India, Berlin.

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. General office work, filing and organisation tasks
5. Maintenance of appointments and fixing of meetings
6. Translation, regular correspondence, minute taking and any other tasks as directed from time to time

Essential Qualifications:

1. **Educational:** Minimum bachelor's degree in any stream or equivalent vocational training.
2. **Language proficiency:** Native or equivalent German speaker. Excellent English language skills- both written and spoken.
3. **Residence status:** German / EU citizen (with valid work permit, if required) or any other national with valid work and residence permit. Citizen of a third country but with valid Residence and Work permit.
4. **Computer skills:** Good IT skills especially in MS Office, Power-point, and Excel. Good understanding of computer hardware and software.
5. **Experience:** 2 years of previous experience of working in similar job description.
6. **Age:** Between 20 to 35 Years

Desirable qualifications:

1. Demonstrates dedication and service oriented bent of mind. Intercultural competence & Pro-active approach. Strong management capability and ability to prioritize and deal with multiple tasks.
2. Ability to deliver at pace, and handle multiple priorities effectively and flexibly.
3. Collaborative spirit, and strong interpersonal and team working skills.

Location - Berlin

Number of Vacancy- 1

Starting Salary - Starting pay would be €1976 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), Copy of valid Residence / Work permit with supporting documents can be

(i) E-mail to: hoc.berlin@mea.gov.in, with Subject - 'Application for the local post of Steno-Typist in Science & Technology Wing' **or;**

(ii) BY Post: Head of Chancery, Embassy of India, Tiergartenstr.17, 10785, Berlin with Subject - 'Application for the local post of Steno-Typist in Science & Technology Wing'.

Last date for receipt of application: June 13, 2019
