

Vacancy Advertisement

Position of Local Clerk in the Embassy of India, Berlin

The Embassy of India, Berlin, invites applications from suitable candidates for the full-time position of local post of Clerk in the Mission.

Job Position: Local Clerk

Job Description:

You will be part of a small team and enjoy a demanding and diverse job helping with the work in the Mission, which includes:

- Support the team in researching, analysing, and reporting on the publications of Journalists, newspapers and think tanks in India and Germany.
- Preparation of reports/summaries of news articles and publications from different newspapers and Think Tanks.
- Supporting the team in processing the Visa applications for Journalists and documentary creators.
- Managing newspaper subscriptions for different wings of the Embassy and its officials.
- Assisting in the social media management and maintenance of the Embassy website.
- Support in organising events conducted by the Embassy.
- Scheduling and arranging meetings and related aspects.
- Support in the day-to-day functioning of the Press and Information wing of the Embassy.
- General office work, filing and organisational tasks including maintenance of office records and its continuous updating.
- Any other task as directed from time to time.

Essential Qualifications:

- **Educational:** Bachelor's degree in any stream or equivalent vocational training.
- **Language proficiency:** B2 level proficiency in German. Excellent English language skills – both written and spoken.
- **Residence status:** German / EU / Indian citizen (with valid work and residence permit). ****Student Visa holders may not apply.**
- **Computer & IT skills:** Proficient in MS Office. Understanding of Computer Hardware would be preferable.
- **Social Media Skills:** Able to draft and post on social media, and monitor social media.
- **Experience:** At least 2 years' experience in a field relevant to the job description would be desirable.
- **Age:** Between 21-40 Years

Location – Berlin

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

Number of Vacancies - 1

Starting Salary (EUR) - Starting monthly pay of EUR 3360. The remuneration package also includes mandatory social security contributions and statutory leaves.

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 local Clerk in the Mission‘***

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: 24 November 2024
