

## **Vacancy Advertisement**

### **Position of Senior Clerk-cum-Translator in the Consulate General of India in Hamburg**

The Consulate General of India in Hamburg is inviting applications for hiring of one Senior Clerk-cum-Translator in the Consulate General of India in Hamburg

**Job Position** – Senior Clerk-cum-Translator

#### **Job Description -**

- Assisting in managing the office of the Consul General, particularly external engagements in Germany.
- Liaising with State Governments, State Ministries, etc.
- Corresponding via email and telephone with Hamburg Ministries, Bundeslander, Parliaments, 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 Consul General.
- Managing the social calendar of the Consul General
- General office work, filing and organisational tasks including maintenance of office records, managing social media of the Consulate and its continuous updating.
- Monitoring developments of a political and economic nature in India and Germany and researching, sourcing and collating information
- Preparing reports, briefs and summaries
- Social Media Strategy, content creation and management of social media handles and email newsletter
- Photo & video editing as required
- Maintenance of stationery and stock registers
- Any other task as required.

#### **Essential Qualifications:**

1. **Educational:** Bachelor's degree in any stream or equivalent vocational training.
2. **Language proficiency:** B2, preferable 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 & 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 – Hamburg**

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

**Number of Vacancies - 1**

**Starting Salary (EUR)** - Starting pay would be EUR 4104. 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.hamburg@mea.gov.in](mailto:hoc.hamburg@mea.gov.in), and CC to: [cgooffice.hamburg@mea.gov.in](mailto:cgooffice.hamburg@mea.gov.in), with Subject - 'Application for the position of Senior Clerk-cum-Translator',

**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: 07 March 2025**

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