

Embassy of India  
Addis Ababa  
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## **Advertisement for recruitment of Executive Assistant (01 Post)**

Embassy of India is looking for a suitable candidate for appointment as Executive Assistant.

### **Qualifications Required:**

- (i) Graduate from a recognized university.
- (ii) Knowledge of English and Amharic.
- (iii) Good communication skills.
- (iv) Conversant with computers and social media platforms.

**Age Criteria:** Between 25-35 years.

### **Nature of work:**

- a) Organize and maintain files, records, and documents.
- b) Facilitation of administrative requirements for Embassy officials.
- c) Liaising with various offices of the Government of Ethiopia etc.
- d) Any other duties, as assigned.

**Salary / Allowance/ Other benefits:** The starting salary of Executive Assistant is USD 350.000 per month + 14% of allowances (will be paid in Birr equivalent).

Eligible candidates may fill out the application form online at <https://forms.gle/CQ4YEYRHG7tHQQVT8> and send their detailed CV along with scanned copies of educational degree and experience at [admn.addisababa@gmail.com](mailto:admn.addisababa@gmail.com) latest by **March 10, 2024**.