



**Embassy of India
Addis Ababa**

Vacancy Notification

Embassy of India, Addis Ababa invites applications for filling up of following positions:

S. No.	Name of Position	Minimum Qualification & Experience	Brief description of duties	Starting Salary (will be paid in Birr equivalent)
1	Language Expert (1 post)	Graduate from a recognized university preferably with degree in English language; Excellent command in written and verbal English; Proficiency in Amharic; Familiarity with regional languages of Ethiopia would be advantageous; strong communications skills; Conversant with computers and social media platforms; Candidate with prior working experience of similar nature of job would be preferred. Candidate should be below 40 years.	Translation of articles newspapers, official documents etc.; Facilitation of administrative requirements for Embassy officials; Protocol Duties; Liaising with various offices of the Government of Ethiopia; Any other duties, as assigned.	USD 500.00 per month + 14% of allowances.
2	Executive Assistant (2 posts)	Graduate from a recognized university; Possess excellent knowledge of English and Amharic; Knowledge of regional languages of Ethiopia will be added advantage; good communication skills; proficient in using computers and social media platforms; Candidate should be below 40 years.	Organize and maintain files, records, and documents; Facilitation of administrative requirements for Embassy officials; Liaising with various offices of the Government of Ethiopia; Any other duties, as assigned.	USD 350.000 per month + 14% of allowances.
3	Multi-Tasking Staff (MTS) (2 posts)	Preferably 10 years of formal education with hands on knowledge of public dealing, office assistance, gardening etc.	Cleanliness and upkeep of spaces as required; gardening; ability to carry out necessary liaison work in utility offices and other necessary support in this regard; any other work, as assigned.	USD 175.000 per month + 14% of allowances.

Eligible candidates may fill out the application form online at <https://forms.gle/k854T6b1Nd3XEaBQ8> and send their detailed CV along with scanned copies of educational degree and experience at admn.addisababa@gmail.com latest by **April 28, 2024**.