



**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 Arabic and Somali language 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, digital media, video editing 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 + 47% of allowances.
2.	Trade & Investment Assistant (1 post)	Graduate from a recognized University with an orientation to do economic and trade related work; Fluent in written and spoken English & Amharic; Conversant with computers and social medial platforms; Candidate with prior working experience of similar nature of work be preferred. Candidate should be below 40 years.	To identify potential local business partners, agents and distributors for Indian products, to prepare reports on local market/opportunities/ competitive environment/market entry strategies, to gather information on local business rules and regulations, organizing B2B meetings, road shows, seminars etc., liaising with offices of the Government of Ethiopia and any other duties, as assigned.	USD 500.000 per month + 47% of allowances.
3.	Executive Assistant (1 post)	Graduate from a recognized university; Possess excellent knowledge of English and Amharic; Knowledge of	Organize and maintain files, records, and documents; Facilitation of administrative	USD 350.000 per month + 47% 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.	requirements for Embassy officials; Liaising with various offices of the Government of Ethiopia; Any other duties, as assigned.	allowances.
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2. Eligible candidates may visit (<https://forms.gle/8hDxkzWB4qSSQvsG9>) and fill out the application form and send their detailed CV along with scanned copies of educational degree and experience at admn.addisababa@gmail.com latest by **December 10, 2024**.
