

VACANCIES

Embassy of India, Asmara (Eritrea) is inviting applicants for the following position:

Position: Marketing Assistant (1)

- Degree in Commerce/Business Management
- Decisive and organized with detailed understanding of Commercial Work
- Excellent communication skill oral and written both in Tigrinya and English
- Fluent in English and Tigrinya, both oral and written is compulsory, having the knowledge of third language is added an advantage
- Must have experience certificate proven track record and reference
- Computer literacy (MS Office, Power Point, Excell)
- Preparation of Commercial Reports.
- Present clearance paper from current/last employer,
- Testimonial documents to be attached (CV, work experience credentials, a copy of your National Identity Card etc.
- **Pay Scale** : As per Embassy salary scale
- **Starting date** : As per agreement
- **Status** : Contractual local employee in Embassy
- **Duration** : Until further notice

Position : Clerk/Typist (1)

-Qualification : Fluent in both Tigrinya and English (written and spoken), High School/preference to those having a graduate degree, ability to deal with public.

-Description of duties: Manning of Reception Desk to assist in the tasks in the Consular and Administration Section of the Embassy, responding to general and consular queries via-email and telephone, customer service, coordinate delivery consular documents, official letters to different Ministries etc.

-Working hours : Full time job 0900-1730 hrs. Monday to Friday. Occasional evening and weekends.

-Pay Scale : As per Embassy salary scale

-Starting date : As per agreement

-Status : Contractual local employee in Embassy

-Duration : Until further notice

Position : Clerk (1)

-Qualification : Fluent in both Tigrinya and English (written and spoken), High School/preference to those having a High School/ Graduate Degree, ability to deal with public.

-Description of duties: To assist in the task in the Administration Section of Embassy, processing of all kinds of utility, internet, telephone, mobile bills. Ensure for timely payments. To assist in the tasks in the Consular and Administration Section of the Embassy, responding to general and consular queries via-email and telephone, customer service, coordinate delivery consular documents, official letters to different Ministries etc.

-Working hours : Full time job 0900-1730 hrs. Monday to Friday. Occasional evening and weekends.

-Pay Scale : As per Embassy salary scale

-Starting date : As per agreement

-Status : Contractual local employee in Embassy

-Duration : Until further notice

Position: Chauffeur (1)

-Qualification : Fluent in both Tigrinya and English (written and spoken), having a High School Certificate will be preferred, Full commercial/clean driving license for a minimum five years + Driver experience for a five years in Asmara area. Having knowledge of road, street, location of Ministries and other Govt. offices etc.

-Description of duties: As a chauffeur, ensure the proper maintenance of vehicles and their repair where needed in a proactive way. To this end bring vehicles to the garage for checking and maintenance. Ensure the vehicles are clean inside and outside. Undertake administrative steps to ensure compliance with registration, insurance and driving tax, road tax requirement etc. Strictly respect the confidentiality and integrity of the work of the Embassy in all its aspects. Good communication skill when answering the phone and giving information to the public (in the office)

-Working hours : Full time job 0900-1730 hrs. Monday to Friday.

-Pay Scale : As per Embassy salary scale plus overtime allowance

-Starting date : As per agreement

-Status : Contractual local employee in Embassy

-Duration : Until further notice

Position: Messenger (1)

-Qualification : Fluent in both Tigrinya and English (written and spoken), preference to those having a High School Certificate, ability to deal with public politely.

-Description of duties: To assist in the tasks in the Administration, Consular and Commercial Section of the Embassy, responding to customer queries via-email and telephone, customer service, coordinate delivery of official document and collection of documents, consular documents, official letters to different Ministries etc.

-Working hours : Full time job 0900-1730 hrs. Monday to Friday. Occasional evening and weekends.

-Pay Scale : As per Embassy salary scale

-Starting date : As per agreement

-Status : Contractual local employee in Embassy

-Duration : Until further notice

Contact details for sending the applications:

Applications along with detailed bio-data may please be sent to: Mr. Pradip Das, Administrative Officer, Embassy of India, Asmara: e-mail: adm.asmara@mea.gov.in, hoc.asmara@mea.gov.in; Tel: 111105.