

**Embassy of India
Berlin**

Vacancy of a Local Clerk in the Embassy

The Embassy of India, Berlin, invites applications from suitable candidates for the full-time position of Local Clerk in the Property & Project Wing from February 2015.

The salary for this position is still under consideration in the Ministry of External Affairs. However, the successful candidate will probably be appointed at a starting gross salary of € 1,900.00 (Euros one thousand nine hundred) per month pending final approval by the Ministry. The remuneration package will include an annual bonus equivalent to one month's salary, 21 working days of annual leave, as well as mandatory social insurance contribution.

The successful candidate will assist other Embassy officials in:

- maintenance of existing Government-owned properties
- hiring and maintenance of rented apartments
- tender procedures for awarding repair work to local companies
- coordination and supervision of external service providers
- execution of a major construction project for residential accommodation.

The tasks will include:

- administration work like multifarious types of internal paperwork in English and filing
- translations and interpreting from German to English and vice versa
- correspondence
- other duties as directed.

Candidates fulfilling the following requirements are welcome to apply:

1.	Educational qualifications	Minimum bachelor's degree in any stream or equivalent vocational training and work experience
2.	Language proficiency	Native or equivalent German speaker, excellent English, both written and spoken
3.	Residence status	German / EU citizen (with valid work permit, if required) or any other national with valid work permit
4.	Computer skills	MS office and general IT skills
5.	Experience	2-3 years of experience in office work and maintenance of office records and files. Preference will be given to candidates having experience in building-related technical installations and construction activities, related contracts, etc.
6.	Abilities	Good team player. Intercultural competence. Pro-active approach. Strong management capability and ability to prioritise and deal with multiple tasks.
7.	Age	Minimum 25 years

Interested candidates may submit their applications by 15 January 2015 by post or by e-mail to:

The Head of Chancery,
Embassy of India,
Tiergartenstrasse 17
10785 Berlin
E-mail: hoc@indianembassy.de

(Only shortlisted candidates would be contacted for further selection process)