

Embassy of India, Prague
Milady Horákové 60/93, Praha 7, 170 00



VACANCY

Embassy of India is seeking qualified and motivated individuals for the position of Clerk-cum-Translator.

Position	Clerk-cum-Translator
Residence Status	Czech citizen or any other National with a valid work permit
Description of Work and Key responsibilities	<ul style="list-style-type: none">● Part of the Commercial & Cultural Wing of the Embassy● Responsible for economic outreach of the Embassy. To respond to commercial queries; organize business events; handle visits of incoming business delegations to Czechia; prepare commercial reports; network with Indian companies in Czechia and Czech companies doing business with India.● Cultral outreach of the Embassy
Minimum Qualifications	<ul style="list-style-type: none">● Education: Bachelor's Degree (preferably in Business/Economics) from a recognized institution.● Language Proficiency: Excellent written and spoken command of English and working Knowledge of Czech.● Minimum 2 years experience working on business-related assignment, preference will be given to those with experience with a local government/international organization● Excellent social media skills
Working Hours	<ul style="list-style-type: none">● Full time job. Monday to Friday: 9:00 AM – 5:30 PM● The candidate should be willing to work on occasional evenings and weekends.
Salary	CZK 35440/- with periodal increments (including standard deduction for Social Security and Health insurance)
How to apply	Interested candidates are requested to submit their updated CV, copies of academic qualifications to hoc.prague@mea.gov.in latest by October 20, 2024. Shortlisted candidates will be contacted for the next phase i.e. Interview.