

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.

Position	Clerk
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 Cultural Wing of the Embassy• Contribute to the enhancement of the Embassy's cultural outreach efforts by supporting the organization of cultural events, exhibitions, and public relations initiatives.• Maintaining and updating the Embassy's social media platforms to promote cultural and community engagement
Minimum Qualifications	<ul style="list-style-type: none">• Education: Bachelor's Degree or higher from a recognized institution.• Language Proficiency: Excellent written and spoken command of English and working Knowledge of Czech would be an added advantage• Minimum of 1 year of experience in a similar role• Excellent social media management skills including familiarity with image editing tools.
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 periodical 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 February 16, 2025. Shortlisted candidates will be contacted for the next phase i.e. Interview.