

Consulate General of India Hamburg

Vacancy of Senior Clerk-cum-Translator in the Consulate General of India, Hamburg

The Consulate General of India, Hamburg invites applications from suitable candidates for the fulltime position of **Senior Clerk-cum-Translator** w.e.f 01.01.2023.

Job Profile

This job is full of variety and you'll need to be able to turn your hands to a multitude of tasks. In addition to the normal duties of a **Senior Clerk-cum-Translator** our prospective employee may be required to do some or any of the following jobs:

- Translation of daily news clippings from local German newspapers
- Translation German to English and vice versa of regular correspondence
- Attending to general telephone calls
- Maintenance of the books, films, video, CD and DVD library
- Minute taking and any other tasks as directed from time to time
- Taking care of social media handles e.g. Website, FB, Twitter & instagram
- Organizing Cultural & Social Events in Cooperation with the Indian and German Cultural Associations
- Protocol work as and when required

Requirements

Minimum Qualification :

- Bachelor's Degree or thereof
- Good typing, English shorthand (@ 60 words per minute) and PR skills
- Good IT skills especially in MS Office, Power point and Excel. Good understanding of computer.
- Excellent communication skills in English as well as in German
- A sound level of accuracy and attention to detail, proof reading and collating complex information into reports.

Soft Skills:

- Dedication and flexibility, Technical understanding and Service oriented
- Demonstrates creativity in Social Media tools and applications
- Analytical and structured way of working with high level of reliability and proactive approach
- Communicative and friendly personality with team spirit and intercultural competence
- Ability to multitask, work under pressure and handle even increased workload on schedule

Age: Between 21-35 years

Location: Hamburg

No. of Vacancy: 1 (ONE)

Residential status: German or any other national with a valid permit to work in Germany.

Starting Salary (EUR) – Starting gross pay would be EUR 2565 plus 15.5% COLA in the pay scale Euro 2565-77-3720-112-4840-145-6290 (beginning pay-annual increment to monthly pay in three stages—end pay). In addition to the gross pay, the Consulate will pay the employer share of the German Social Security package. The remuneration package also includes statutory leave.

Language proficiency:

Essential: Sound English and German language skills **C1**- both written and spoken.

Selection Criteria: After preliminary scrutiny of applications, the suitable candidates will be called for written test, skill test and/or interview. The Consulate reserves the right to summarily reject application of any candidate(s) without assigning any reason thereof, and no such decision of the Consulate shall be called in question in any court on any ground.

To Apply - Candidates fulfilling the above requirements may apply with all the supporting documents, including their application for the vacancy, educational qualification, Curriculum Vitae (CV), valid work and residence permit and have it emailed to admn.hamburg@mea.gov.in AND cg.hamburg@mea.gov.in but not later than 05.12.2022 .