

Consulate General of India  
Hamburg  
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**Subject: 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 full-time position of **Senior Clerk-cum-Translator**.

**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 German to English and vice versa of regular correspondence.
- Writing Reports & Media coverage.
- Attending telephone calls.
- Maintenance of the Consulate's library.
- Minute taking and any other tasks as directed from time to time.
- Coordinating meetings & events.
- Coordination of delegation visits
- Protocol work as and when required.
- Cultural Activity and Events.
- Maintaining & liaising with German contacts.
- Handling Social Media Accounts.
- Handling databases

**Requirements**

**Minimum Qualification :**

- Bachelor's Degree or thereof.
- Good IT skills and Social Media skills.
- Excellent communication skills in English and C1 in the German language.
- An interest and being up to date on world happenings.

**Soft Skills:**

- Dedication and flexibility.
- Communicative and friendly personality with team spirit and intercultural competence
- Ability to multi-task, work under pressure

**Age:** Ideally between 20-35 years.

**Location:** Hamburg.

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**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 4104 on the pay scale Euro 4104-123-5949-178-7729-232-10049 (beginning pay-annual increment to monthly pay in three stages—end pay). In addition to the gross pay, the Consulate will pay the employer a share of the German Social Security package. The remuneration package also includes statutory leave.

**Language proficiency:**

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

**Selection Criteria:** After preliminary scrutiny of applications, the suitable candidates will be called for a written test, skill test and/or interview. The Consulate reserves the right to summarily reject the application of any candidate(s) without assigning any reason thereof, and no such decision of the Consulate shall be called into 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](mailto:admn.hamburg@mea.gov.in) and [cgooffice.hamburg@mea.gov.in](mailto:cgooffice.hamburg@mea.gov.in) but not later than 03.02.2025.

Place : Hamburg

Date: 21.01.2025