Embassy of India
Ljubljana

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Vacancy for the local post of Cultural Clerk cum Typist in the Embassy of India, Ljubljana

Embassy of India, Ljubljana invites applications from suitable candidates for the full time position of **Cultural Clerk cum Typist** from 01st December 2020. The successful candidate will be appointed in the **Pay Scale of Euro 1085-33-1580-47-2050-62-2670**. In addition, the remuneration package will include mandatory Employer's Social Security Contribution.

2. Candidates fulfilling the following requirements are welcome to apply:

**Educational qualifications:** Minimum Secondary School or equivalent vocational training. Preference will be given to the candidates possessing degree/certificate in cultural or related fields and who has good knowledge of cultural history of Slovenia and interest in Indian culture.

**Language Proficiency:** Fluency in English and Slovenian (speaking, reading and writing)

**Technical Skills:** Libra/MS office and good IT skills. Knowledge and understanding of computer hardware and software. Understands and can apply best practice to content creation and social media management.

**Personal Skills:** Ability to establish effective interpersonal relationship within a team and with colleagues and supervisors. Intercultural competence. Strong management capability and ability to prioritize and deal with multiple tasks.

**Experience:** Preference will be given to candidate having experience of culture related work.

3. **Job Description:** The successful candidate is expected to perform cultural and other official work assigned to him/her.

4. **How to apply:** Interested candidates, who are eligible to work in Slovenia, may apply by **25 September 2020** at e-mail **hocoffice.ljubljana@mea.gov.in**
with a copy to inf.ljubljana@mea.gov.in or send their application to the following postal address:

Embassy of India  
Zelezna Cesta 16  
Ljubljana 1000

Candidates applying for the post, are requested to mention “Application for the post of Cultural Clerk cum Typist in Embassy of India, Ljubljana” in the subject of e-mail/top of the envelope.

Candidates are expected to send their application in English along with their CV stating their interest and suitability.

5. **Selection Procedure:**

Candidates shortlisted will be contacted for further assessment, including a personal interview. In addition, tests may be conducted to assist the selection board in assessing the applicant’s qualifications, skills and language ability. Reference verification shall be conducted as a part of the hiring process.

6. **Conditions of Employment (MUST BE MET):**
The appointment of the successful candidate will be subject to a reliability check obtained by the Management. To conduct the reliability check, the candidate will have to submit the following documents on being selected by the mission:

- Police clearance certificate
- Professional and Educational Certificates and mark sheets (i.e., academic transcripts)

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