

**Embassy of India
Ljubljana**

**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: Libre/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)
