

**Embassy of India
Ljubljana**

Vacancy for the local post of Receptionist in the Embassy of India, Ljubljana

Embassy of India, Ljubljana invites applications from suitable and interested candidates for the full time position of Receptionist. As a Receptionist, candidate is expected to arrange Ambassador's meeting, management of Ambassador's communication, hospitality management with respect to Ambassador's office and any other official/administrative work as assigned by Ambassador. The successful candidate will be appointed in the **Pay Scale of Euro 1085-33-1580-47-2050-62-2670 (Gross Basic Pay)**. In addition, the remuneration package will include mandatory Employer's Social Security Contribution.

2. **Vacancy to be filled:** 06 January 2021

3. **Candidates fulfilling the following requirements are welcome to apply:**

(i) **Educational qualifications:** Minimum Bachelor degree.

(ii) **Experience:** Experience of at least 02 years in related work profile

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

(iv) **Technical Skills:** Libre/MS office and good IT skills. Knowledge and understanding of computer hardware and software along with preparation of Power Point Presentations and know-how of conducting meeting on virtual platform. Ability to analyse and manage data accurately, report preparations etc.

(v) **Personal Skills:** Ability to work in team. Intercultural competence (respecting intercultural difference in workplace). Strong management capability and ability to prioritize and deal with multiple tasks.

4. **Application criteria:**

(i) **Eligibility:** Slovene nationals, third country nationals with valid resident permits provided by the Government of Slovenia, NRI in Slovenia with valid Resident Permits.

(ii) Interested candidates, eligible to work in Slovenia, may apply by 26 December **2021** at e-mail adm.ljubljana@mea.gov.in or send their application by post to the following postal address:

**Mr. Raj Kumar
Head of Chancery
Embassy of India
Zelezna Cesta 16
Ljubljana 1000**

“Application for the post of Receptionist in Embassy of India, Ljubljana”
may be mentioned as subject of e-mail/ on the top of the envelope.

(iii) Candidates are advised to send their application in **English** along with their CV stating their interest and suitability. A letter of no objection certificate from the current employer will be desired from the interested candidates, already employed and looking for an opportunity to work in the Embassy.

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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1000 Ljubljana**