

Embassy of India Dublin

Embassy of the Republic of India in Dublin (Ireland) is looking for suitable candidate for the post of **Community Welfare Clerk**.

Type of position: This is a full-time permanent position.

Qualifications requirement:

- A University degree in any field/stream. Post-graduate degree is preferred;
- All round proficiency in English language;
- Good working knowledge of IT systems, including MS-Word, MS-Excel, Power Point, Web Applications, Analytic Tools, CMS etc.;
- Excellent verbal and written communication skills for liaising with external stakeholders;
- Proficient analytical skills for complex evaluations, reporting and monitoring;
- Past experience in similar position is preferred;

Work Permit:

The applicant must possess valid permission to reside and work in Ireland at the time of submitting application. No assistance will be extended for renewal of work permit by the Embassy.

Broad Description of Work:

Applicant will be required to undertake the following duties, which are not exhaustive:

- Effective liaison with all Indian community Associations/Institutions/Stakeholders;
- Participation in Indian community events, as required;
- Handling of all work relating to community issues, in the field of education/culture/welfare;
- Assisting in supporting community cultural functions;
- Assisting in organizing community meetings;
- Managing and promoting online community presence through all formats of social media;
- Responding efficiently to all queries relating to community matters;
- Liaison with local authorities in relation to community affairs;
- Structured compilation of community data and preparation of reports;
- Rendering assistance with provision of Consular services to Indian community;
- Any other clerical tasks that may be assigned from time to time.

Salary (per month):

Gross emoluments per month: **Euro 1985.00** in the applicable **payscale** of Euro 1985-60-2885-87-3755-113-4885. In addition, Embassy will be paying statutory social security contribution in respect of the appointee.

Please forward applications with CV to:

Ms. Hema Sharma, Head of Chancery, Embassy of India, 69 Merrion Road, Ballsbridge, Dublin-4.

Email: hoc.dublin@mea.gov.in

Closing date for receipt of applications: 29 September, 2023

Only shortlisted candidates would be required to attend the interview and written test.
