

Havana, 1 December, 2022

Subject: Vacancy Announcement - December 2022

The Embassy of India invites interested candidates of Cuban Nationals to apply for the post of a **Bilingual Assistant** to work at the Embassy of India in Havana. This is a full time job from 0900 to 1730 hours, Monday to Friday, subject to a probation period.

Recruitment qualifications:

- Education: University degree
- Good ability in Microsoft Office Suite/Libre office Suite (Word, Excel, PowerPoint, Access, etc.)
- Good knowledge and fluency in reading, writing & speaking in both English and Spanish
- Preference would be given to the applicants having previous experience.

Key functions:

- Administrative/Accounts Work of the Embassy
- Processing of bills, correspondence with Banks
- Translation of documents
- Coordination of activities and event management
- Any other duty assigned by the Embassy.

Note: Your application and Resume (both in English) should clearly show that you meet all the above mentioned requirements. Your applications should reach at Embassy of India, Havana at below address before **12th December, 2022:**

**Embassy of India
Calle 21, Esquina a K, Vedado Plaza,
Havana, Cuba**

You can also send your application at attache.havana@mea.gov.in or hoc.havana@mea.gov.in