

Havana, 10 April, 2023

Subject: Vacancy Announcement - April 2023

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/Consular Work of the Embassy
- Translation of documents
- Coordination of activities and event management
- Arrangement of logistics at events, meetings or any kind of activity where the Embassy is involved
- 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 **25 April, 2023**:

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