



भारतीय राजदूतावास
हवना (क्यूबा)

EMBASSY OF INDIA

Calle 21 No. 202 esq. K Vedado
HAVANA (CUBA)

September 19, 2019

Subject: Vacancy for the post of Bilingual Interpreter/Social Secretary

The Embassy of India invites applications from interested candidates for the post of Bilingual Interpreter/Social Secretary for a full time job from 0900 to 1730 hours, subject to a probation period.

Eligibility Criteria:

- Education: University degree
- Proficiency in Microsoft Office Suite/Libre office Suite (Word, Excel, PowerPoint, Access, etc.)
- Fluency in English and Spanish, both written and oral.

Key functions:

- Translation of documents.
- Interpretation during events and meetings.
- Coordination of activities and events.
- 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 Ms. Usha Subbiah, Head of Chancery at Embassy of India, Havana at below address by 11th October 2019:

**Ms. Usha Subbiah
Second Secretary/HOC
Embassy of India
Calle 21, Esquina a K, Vedado Plaza,
Havana, Cuba**
