Embassy of India in Kyiv

Invites applications for following posts with immediate effect.

**Office Assistant- Cultural and Public Relations**

- Candidates with great enthusiasm and love for promoting culture, high managerial efficiency. Age less than 35 years.
- Job entails organizing events, liaison with various stakeholders in cultural sphere, etc.
- Manage social media and Public Relations related activities for Embassy, interpretation and translation related work, and other related work as assigned
- Candidates must have good command over English, Ukrainian & Russian, good knowledge of computers and MS Office.

**Office Assistant- Commercial and Projects**

- Candidates with a Degree/Diploma in Economics/Management/Business development/Trade Law with high level of interest in Ukrainian economy, policy and prospects. Knowledge of Ukrainian trade legislations, regulations, etc. would be an added advantage. Age less than 35 years.
- Job entails export/import and trade promotion, liaison with commercial and related organizations/entities, promotion of Indian economy and opportunities, preparation and delivery of PPTs, etc.
- Interpretation and translation related work, Public relations activities, projects and other related work as assigned.
- Candidates must have good command over English, Ukrainian & Russian, good knowledge of computers and MS Office.

Bio-data/CVs may be sent before March 13, 2020 by 5 pm to e-mail: admn.kyiv@mea.gov.in

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