

VACANCY ADVERTISEMENT

Vacancy for Social Secretary-cum-Interpreter at the Embassy of India, Riga

The Embassy of India, Riga invites applications from suitable candidates for the full-time permanent position of Social Secretary-cum-Interpreter in the Indian Embassy.

1. Job Description:

Looking for a dynamic and efficient candidate who will be able to undertake the following tasks as Social Secretary-cum-Interpreter:

- Coordinate social engagements of Ambassador including liaisoning with diplomatic Missions in Latvia, Ministries/Departments, cultural groups and social and representational activities.
- Accord necessary support and assistance in planning, managing and executing official events/functions in the Mission and residence of Head of Mission.
- Provide Interpreter/translation assistance as and when required
- Maintain and schedule appointments
- Respond to routine telephone or written inquiries and networking with local partners
- Readiness to work beyond regular office hours
- Other secretarial tasks that may be assigned from time to time.

2. Candidate fulfilling the following requirements are welcome to apply

Education Qualification:

- Bachelor's degree holder; work experience in public dealing and social outreach is highly preferred.
- Information Technology Skills: Proficient in Microsoft office-based applications (Excel, Word, PPT etc.), Awareness of use of Social Media Applications such as Facebook (Meta), Twitter (X), LinkedIn, Instagram etc.

Language and other skills:

- Excellent proficiency and communication skills in Latvian and English along with good interpretation skills in Latvian to English and vice versa.
- Smartly dressed, impeccable manners and etiquettes

3. Monthly Salary and other benefits:

- Monthly Salary – **EURO 2270 /- with annual increments**
- The remuneration package will include 4 weeks annual paid leave plus Indian National Holidays

4. Local Work Permit and Residence Visa:

- Candidates should be Latvian/EU citizens or have valid work permits and resident visa in case of non-EU citizen. The Embassy does not sponsor any Work Permit/Visa. Student Visa holders may not apply.

5. Method of submitting application:

- Documents: Cover Letter and Curriculum Vitae with Photo, with copies of Passport/ID Card in case of EU citizens and valid work permit and resident visa in case of non-EU citizens
- E-mail or By Post
- Email: hoc.riga@mea.gov.in and admn.riga@mea.gov.in,
- Subject: **Application for the Post of Social Secretary**
- Postal Address: Head of Chancery, Embassy of India, Ganību Dambis 10A, Riga, Latvia, LV-1045