

VACANCY ADVERTISEMENT

Vacancy for the post of Consular & Accounts Assistant at the Embassy of India, Riga

The Embassy of India, Riga invites applications from suitable candidates for the full-time permanent positions of Consular and Accounts Assistant at the Indian Embassy.

1. Job Description

- Handling of various administrative and accounts related work viz. maintaining files, initiate proposals, ordering inventory, obtaining quotations, processing of bills for settlement, preparation of salary and other vouchers etc.
- To assist in Consular related various services viz. Passport, Visa, Attestation etc.
- To liaise with the local government offices/Ministry of Foreign Affairs with regard to various services viz., issuance of diplomatic Identity cards, driving license applications, vehicle registrations, VAT refund applications etc, attending local consular calls and emergency assistance cases.
- Any other work assigned from time to time.

2. Candidate fulfilling the following requirements are welcome to apply

Educational Qualifications

- Bachelor's degree from an accredited University;
- Sound knowledge of computer skills, especially MS Office;

Language and other requirements

- Proficiency in Latvian and English Language;
- Basic knowledge of administration and accounts related work;
- Good writing, communication and social media skills
- Readiness to work beyond regular office hours.

3. Monthly Salary and other benefits:

- Monthly Salary: **1515 EURO /- 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
- By E-mail or By Post
- Email: hoc.riga@mea.gov.in and admn.riga@mea.gov.in
- **Subject: Application for the Post of Consular and Accounts Assistant**
- Postal Address: Head of Chancery, Embassy of India, Ganību Dambis 10A, Riga, Latvia, LV-1045