

JOB OPPORTUNITIES AT EMBASSY OF INDIA, BEIRUT

I. Applications are invited for the following posts in the Embassy of India, Beirut:

SN	Name of Post	No of posts	Starting Pay
1.	Social Secretary	01	\$1,519/-
2.	Consular Clerk	01	\$913/-

II. **Required qualifications and skill set:**

1. Education: Graduation/Bachelor degree or more.
2. Age Limit: Between 21 years to 35 years as on 01.07.2024.
3. Computer Skill: Sound knowledge of computer skills, especially knowledge of MS Office.
4. Language Proficiency: Must be fluent in English and Arabic with translation proficiency to/from Arabic/English
5. Nationality: Lebanese / Indian National having valid work permit

Desirable Qualifications:

1. Knowledge of French or other UN languages
2. Demonstrate dedication and analytic skill, strong management skill and ability to prioritize and deal with multiple tasks.
3. Working experience in any diplomatic/UN mission.
4. Experience of at least 01 year in a reputed organization.

III. Interested candidates may fill in the application form at the following link by **20.08.2024:**

<https://forms.gle/daJHy9xRbxivEdT37>

or by Scanning the following QR code:

