

Vacancy Note: Ambassador Secretary

Job Title: Ambassador Secretary
Reports to: Ambassador/Head of Mission
Location: Embassy of the State of Eritrea
Job Type: Full-time

Job Summary:

We are seeking a highly skilled and experienced individual to fill the role of Ambassador Secretary at Embassy of the State of Eritrea. The successful candidate will provide administrative support to the Ambassador and the mission, ensuring the smooth operation of diplomatic activities.

Key Responsibilities:

- Provide secretarial support to the Ambassador and other Diplomats
- Manage diplomatic correspondence, reports, and other documents
- Coordinate schedules, appointments, and meetings
- Maintain confidentiality and handle sensitive information
- Perform other administrative tasks as required

Requirements:

- Strong administrative and organizational skills
- Excellent communication and interpersonal skills
- Ability to maintain confidentiality and handle sensitive information
- Good computer skills (proficiency in MS Office, email, and other relevant software)
- Excellent command of the English language (both written and spoken)

Remuneration:

- Salary will be determined as per the Embassy's salary scale.

How to Apply:

If you are a motivated and experienced individual looking to join our team, please submit your application, including your resume and cover letter, to below mention address or Email.

Deadline: 25 April 2025

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