

MESSENGER

Embassy of India
Rome

JOB OPPORTUNITY

(Administration Wing)

The Embassy of India, Rome is looking for hiring a Messenger. Applications are invited from candidates, residing permanently in Italy, for the post of 01 (one) Messenger in the Level C3. The Messenger will be expected to render all kinds of assistance in running of the Embassy including but not limited to liaising with various offices/ organizations, making and attending to telephone calls, coordinating with various branches of local public offices etc. And any work allotted on functional requirements on need basis from time to time.

Job Description :

1. Maintenance of office records
2. Dispatch and collection of official mail/post
3. Collecting/Delivering miscellaneous items from/to Embassy
4. General office work, filing and organisation work
5. Ability to undertake desk as well as other work requiring physical movement
6. Any other work as directed from time to time

Qualification and experience:

The candidate must have:

1. Bachelor degree
2. Minimum Age 21 years and maximum not more than 40 years
3. Oral and written capability in English
4. Oral and written capability in Italian
5. Basic knowledge of computers
6. Experience of general administration work.

Skills required:

Dedication and flexibility

Service oriented

Analytical and structured way of working with high level of reliability and proactive approach

Communicative and friendly personality

Team spirit and intercultural competence

Ability to multitask, work under pressure and handle increased workload

Working hours: Full time job 09.00–17.30 hrs, Monday to Friday. Occasional evenings and weekends.

Contract:

The successful applicant will be employed for an initial period of 6 months after which he/ she may be considered for a 3 years contract depending upon satisfactory performance.

Salary: The Gross salary would be Euro 1.484,16 less INPS @9.34%.

Final selection will be based on a written test to examine language skills and a personal interview. Selected candidate will have to join duties immediately.

Shortlisted candidates will have to submit a health certificate from a physician certifying that he/she is in a good physical and mental health, and not having any communicable illness. Candidates have also to present a police clearance certificate.

Please send your curriculum vitae in English language and one Covering Letter to: hoc.rome@mea.gov.in, and CC to: adm.rome@mea.gov.in, with Subject - 'Application for Messenger. Last date for submission of application is 15th January 2022.

In the event of any information furnished by a candidate being found false or incorrect at any stage or not satisfying the eligibility conditions as mentioned in this advertisement, her/his candidature/appointment is liable to be cancelled/terminated.

Mere submission of application by the applicant shall not give them the right to be called for selection process. The Embassy of India reserves the right to modify the advertisement or part of it, at any stage, if considered necessary.