



## Embassy of India, Asuncion

### VACANCY NOTICE

Applications are invited for the following Posts:

S. No.	Job Titles	Salary in US\$	Responsibilities	Qualification
1	Interpreter cum Translator	1800-54-2610-78-3390-102-4410	<ul style="list-style-type: none"><li>• Translation of official documents from Spanish to English and vice versa</li><li>• Monitoring Spanish news on Television, Radio, Newspapers Parliament debates, press releases etc. and preparing reports of the same in English</li><li>• Whisper interpretation in meetings in both language</li><li>• Translation of news articles</li><li>• Liaising with various offices of the local Government offices maintaining timely correspondence with them</li><li>• Any other tasks assigned by the Embassy</li></ul>	<ul style="list-style-type: none"><li>• Graduate from a recognized University</li><li>• Bilingual in Spanish and English</li><li>• Preferably a degree in Interpretation/ translation in English</li><li>• General management of video editing and design tools, MS Office, social networks and the internet</li><li>• with 2 years prior working experience in relevant field preferable</li></ul>
2.	Marketing Assistant	1500-45-2175-65-2825-85-3675	<ul style="list-style-type: none"><li>• To identify potential business partners and agents for Indian products</li><li>• Together information on local business rules and regulations</li><li>• To Assist in organizing B2B meetings, road shows, seminars etc.</li><li>• To assist Indian businessmen in arranging meetings with government officials/Chambers for promoting Indian products</li><li>• To assist Paraguayan businessmen by providing information about business opportunities in India</li><li>• Responding to trade queries</li><li>• Prepare reports on local market opportunities/ competitive environment/ market entry strategies/bilateral trade data</li><li>• Any other tasks assigned by the Embassy</li></ul>	<ul style="list-style-type: none"><li>• Graduate from a recognized Universities</li><li>• Fluency in both English and Spanish languages (speaking/ writing)</li><li>• Proficient in using computer and office software</li><li>• Candidate with a degree or diploma in commerce/economics with statistics would be preferred</li><li>• Preferable: 2-year work experience in the relevant field</li></ul>
3.	Receptionist/ Clerks	1200-36-1740-52-2260-68-2940	<ul style="list-style-type: none"><li>• Receive and dispatch of applications of Passport/Visa etc. and attending calls and emails.</li><li>• Assistance to Consular officer(s) in other Consular related activities on a day to day basis including updating database, spreadsheets.</li></ul>	<ul style="list-style-type: none"><li>• High School or equivalent from a recognized School</li><li>• Fluency in both English and Spanish languages (speaking/ writing)</li><li>• Proficient in using computer and office software, social media, design tools</li></ul>

			<ul style="list-style-type: none"> <li>• Library management</li> <li>• Preparation of letters, translation of the Note Verbales, letters and emails, processing of documents</li> <li>• Gather important data, information as required for the functioning of the Consular Section.</li> <li>• Maintain polite and professional communication in telephonic and email communications.</li> <li>• Administrative and account job</li> <li>• Protocol and logistic related duties regarding visiting delegation and diplomatic officers</li> <li>• Organizing cultural events/festivals of the Embassy and coordinating with local bodies in this regard</li> <li>• Processing of bills for payment and maintenance of office record</li> <li>• Any other tasks assigned by the Embassy</li> </ul>	<ul style="list-style-type: none"> <li>• Prior experience of office management and administrative work desired</li> </ul>
4.	Chauffeur	1100-33-1595-48-2075-62-2695	<ul style="list-style-type: none"> <li>• Driving of car safely</li> <li>• Maintenance / Cleaning of car</li> <li>• Any other work assigned to him/her</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of at least 3 years as a Chauffeur</li> <li>• solid knowledge of local conditions and roads</li> <li>• Applicants well-versed with English language will be preferred</li> <li>• Hold valid driving license</li> </ul>
5	Messenger	950-28-1370-41-1780-53-2310	<ul style="list-style-type: none"> <li>• Maintenance of official records</li> <li>• Dispatch and collection of official mail/Post</li> <li>• Collection/delivery of miscellaneous items from/ to Embassy</li> <li>• General official work, filing/photocopy/ scanning and organization work</li> <li>• Ability to undertake desk as well as other work requiring physical movement</li> <li>• Any other work as directed from time to time</li> </ul>	<ul style="list-style-type: none"> <li>• 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/ organization, making and atting calls, coordinating with various branches of local public offices etc.</li> <li>• Applicants well-versed with English languages will be preferred</li> <li>• Knowledge of MS Office</li> </ul>

#### Terms-

- Full-time employment with Social Security benefits and relevant deductions
- Office timings are 09.00 a.m. to 05.30 p.m. (with half-hour lunch break) from Monday to Friday. The applicants may also be asked to work after office hours or on weekends/holidays to assist in exigencies or for Embassy events.
- Should be a Paraguayan citizen or Paraguayan ID card valid for employment and/or a work
- 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.

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

Interested applicants may send their Curriculum Vitae (in English only) along with a copy of a valid Paraguayan ID or Resident visa and passport to [hoc.asuncion@mea.gov.in](mailto:hoc.asuncion@mea.gov.in) with a copy at [adm.asuncion@mea.gov.in](mailto:adm.asuncion@mea.gov.in) latest by 1700 hrs. on 10.01.2023. For post, the address would be Embassy of India, Av. Gral. Bernardino Caballero 249, Asuncion. For any clarification, the applicant may call on telephone No. 021 2378400 or write to [hoc.asuncion@mea.gov.in](mailto:hoc.asuncion@mea.gov.in).



(Anil Kumar Jhajharia)  
Second Secretary (Head of Chancery)  
27.12.2022