



Embassy of India
Addis Ababa

Vacancy Notification

Embassy of India, Addis Ababa invites applications for filling up of following positions:

S. No.	Name of Position	Minimum Qualification & Experience	Brief description of duties	Starting Salary (will be paid in Birr equivalent)
1.	Language Expert (1 post)	Graduate from a recognized university preferably with degree in English language; Excellent command in written and verbal English; Proficiency in Amharic; Having knowledge of regional languages advantageous; strong communications skills; Be able to translate and interpret Amharic/other Ethiopian languages like Somali and Afar Oromo to English and vice-versa; Should have typing speed of approx. 40 words per minute in Amharic/other Ethiopian languages like Somali and Afar Oromo and English language; Conversant with computers and social	Vernacular and English media monitoring, Translation of articles newspapers, official documents, research, Facilitation of administrative requirements for Embassy officials; Protocol Duties; Liaising with various offices of the Government of Ethiopia; Any other duties, as assigned.	USD 500.00 per month + 47% of allowances.

		media platforms; Candidate with prior working experience of similar nature of job would be preferred. Candidate should be below 40 years.		
2.	Trade & Investment Executive (1 Post)	Must have completed graduate degree from a recognized university (preferably in Economics, marketing, business or management); Post Graduate/MBA will be preferred; Should have good IT skills; Should be fluent in written and spoken English & Amharic; Working experience of at least 02 years will be preferred. Candidate should be below 40 years.	To identify potential local business partners, agents and distributors for Indian products, to prepare reports on local market/opportunities/competitive environment/market entry strategies, to gather information on local business rules and regulations, organizing B2B meetings, road shows, seminars, business roundtable etc., to assist Indian businessmen or their representatives in arranging meetings with government officials/Chambers, to assist Ethiopian businessmen/companies by providing information about business opportunities in India, to make logistics arrangements for business delegations, liaising with offices of the Government of Ethiopia and any other duties, as assigned.	USD 650.00 per month + 47% of allowances.
3.	Trade & Investment Assistant	Graduate from a recognized University with an orientation to do	To identify potential local business partners, agents and distributors for Indian	USD 500.000 per month + 47% of allowances.

	(1 post)	economic and trade related work; Fluent in written and spoken English & Amharic; Conversant with computers and social medial platforms; Candidate with prior working experience of similar nature of work be preferred. Candidate should be below 40 years.	products, to prepare reports on local market/opportunities/ competitive environment/market entry strategies, to gather information on local business rules and regulations, organizing B2B meetings, road shows, seminars etc., liaising with offices of the Government of Ethiopia and any other duties, as assigned.	
4.	Executive Assistant (1 post)	Graduate from a recognized university; Possess excellent knowledge of English and Amharic; Knowledge of regional languages of Ethiopia will be added advantage; good communication skills; proficient in using computers and social media platforms; Candidate should be below 40 years.	Organize and maintain files, records, and documents; Facilitation of administrative requirements for Embassy officials; Liaising with various offices of the Government of Ethiopia; Any other duties, as assigned.	USD 350.000 per month + 47% of allowances.

2. Eligible candidates may visit (<https://forms.gle/MzCJS0AveJRX6XrX9>) and fill out the application form and send their detailed CV along with scanned copies of educational degree and experience at admn.addisababa@gmail.com latest by **01st August 2025**.

Disclaimer: These are temporary positions. The Embassy reserves there right to withdraw, modify or close any of the positions at any time without prior notice.
