



सत्यमेव जयते

Consulate General of India
Ho Chi Minh City

Employment Opportunity

Vacancy for the post of Community Welfare Assistant

Announcement number: HCM/579/01/2023 dated 06.07.2023

The Consulate General of India in Ho Chi Minh City is seeking applications from qualified candidates for the position of Community Welfare Assistant.

Job Profile:

- Responding to inquiries and communicating with Vietnamese or other entities
- Assisting in Consular services viz. visa, passport, attestation etc.
- Handling social media platforms for dissemination of information etc.
- Assisting in other works if and when required

Working Hours: Full time 09:00 to 17:30 (with half hour lunch break), Monday to Friday, except Consulate holidays. The Community Welfare Assistant may also be asked to work after office hours or on weekends, in order to assist with the hosting of events etc.

Age Criteria: Between 25-40 years

Salary: Basic Pay Scale 800-24-1160-35-1510-45-1960 (in USD) per month.

Benefits: In addition to Salary, Social Security, Health Insurance and Unemployment Insurance shall be paid as per guidelines of Service Company to Foreign Mission.

Leave: Admissible annual leave and sick leave with pay.

Qualification Requirements: The applicants must possess the following essential qualifications:

1. **Education:** Graduate (Bachelor's degree) from a recognized University.
2. **Language:** The applicant should be fluent in both English and Vietnamese.
3. **IT Skills:** Proficient in using computer and other basic software applications.

Period of Employment: Upon successful completion of probation of three months, the Assistant shall be treated as full time employee of the Consulate.

Submit Applications: Interested Candidates may email their Curriculum Vitae (in English only) and Photograph on cg.hcm@mea.gov.in (with copy to admn.hcm@mea.gov.in). The last date to apply for this announcement / vacancy is **20 July 2023**. Suitable candidates will be informed by email to come for a written test followed by a personality test.