



Consulate General of India

Ho Chi Minh City

Employment Opportunity

Announcement No.: HCM/578/02/2021 dated 05 April 2021.

The Consular Section of Consulate General of India in Ho Chi Minh City is seeking an eligible and qualified applicant for the position of Community Welfare Assistant.

Job Profile: Primary duties include the following:

- Responding to inquiries and communicating with Vietnamese entities
- Working on social media
- Flexibility and ability to work in other divisions

Age: Applicant must be between 22 to 35 years.

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 by the Consulate.

Salary: Basic Pay Scale 470-18-830-28-1390 (in USD) + Cost of Living Allowance as per prescribed rates per month.

Benefits: 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 be Vietnamese national possessing the following essential qualifications:

1. **Education:** Graduate (Bachelor's degree) from a recognized University.
2. **Language:** Fluency in both English and Vietnamese language (Speaking/Writing).
3. **IT Skills:** Proficient in using computer and office software.

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

Submit Applications: Interested candidates may email their Curriculum Vitae and Photograph on cg.hcm@mea.gov.in (with a carbon copy to hoc.hcm@mea.gov.in). Closing date to apply for this announcement is April 12, 2021. Suitable candidates will be informed by email to come for a written examination and personality test.

Villa Orchid 14, An Phu Superior Villa Compound, 36 Thao Dien Street, Thao Dien Ward, District 2, Ho Chi Minh City (Viet Nam) Tel: (84-8) 3744 2400; Website: www.cgihcmc.gov.in