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NOTICE

VACANCY OF COMMERCIAL ASSISTANT/INTERPRETOR

Embassy of India, Tunis invites applications for the above vacancy.

Key Duties:

- Commercial Affairs: Conduct of Commercial and Economic research & analysis, preparation of commercial reports, coordination with various stakeholders including the Ministry of Trade, Chambers of Commerce & other organizations, B2B meeting and coordination, conduct of commercial events / seminars / webinars / exhibitions and other assigned work.
- Coordination with Ministries/Govt. Departments/local authorities, diplomatic Missions and other organizations and companies.
- Translation/Interpretation work (French/Arabic/English), handling of calls/communications and discharge of other miscellaneous office work.
- Monitoring of newspapers, articles, broadcasts, websites, blogs, and social media for preparation of various reports.

Requirements:

- Graduation degree in Economics / Commerce / Business Administration
- Proficiency in English, Arabic and French (Reading, writing and spoken).
- Good knowledge of Power point presentation, digital and Computer applications such as MS Office, Adobe photoshop, Canva, etc. and other IT skills.
- Knowledge of Social Media and digital communication management
- Good communication skills.
- Typing skill (30 words per minute).
- Maximum age: 35 years.

Applicants having nationality other than Tunisian must possess valid long-term resident permit of Tunisia.

How to Apply: Interested applicants may send their **applications** and CVs along with educational qualification certificates **by e-mail** to pol.tunis@mea.gov.in and hoc.tunis@mea.gov.in by **03 June 2026**.

Only shortlisted candidates will be called for written test and interview.