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## **NOTICE**

### **VACANCY OF LOCAL CLERK – POLITICAL, SOCIAL & MEDIA AFFAIRS**

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

#### **Key Duties:**

- Coordination with Ministries/Govt. Departments/local authorities, diplomatic Missions and other organizations, local vendors and companies
- Translation work (French/Arabic/English), handling of calls/communications and discharge of other miscellaneous office work
- Social Media: Management of social media platforms; conduct of digital content creation and scheduling of engaging posts.
- Political Affairs: Conduct of political research and analysis; preparation of political reports and event records; coordination of meetings, appointments and events.
- Media Affairs: Monitoring of newspapers, articles, broadcasts, websites, blogs, and social media; preparation of media reports.

#### **Requirements:**

- Graduation degree with Political Science, Diplomacy, English as one of the elective subjects.
- 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](mailto:pol.tunis@mea.gov.in) and [hoc.tunis@mea.gov.in](mailto:hoc.tunis@mea.gov.in) by **05 June 2025**.

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