



**Embassy of India
Kuwait**

Advertisement for recruitment of Local Clerk (01 Post)

Embassy of India, Kuwait invites application from suitable candidates for the local post of Local Clerk in the Embassy.

Job Description:

- Draft, type, and process official correspondence, notes, and reports.
- Manage incoming and outgoing communications, including emails, phone calls, letters, and related documents.
- Maintain organized filing systems (both physical and digital) for documentation and record-keeping.
- Assist in the processing of consular services such as visa, passport, and attestation applications.
- Support the organization and execution of official events, receptions, and public diplomacy activities.
- Create digital photographs/videos, designs, and presentations using software such as MS Word, PowerPoint, Excel, Adobe Photoshop, and Illustrator.
- Provide assistance with verbal Arabic translation and interpretation.
- Perform any other duties assigned by Embassy Officers.

Required Qualifications:

- Bachelor's degree from a recognized institution.
- Strong command of English (spoken, read, and written); knowledge of Hindi and/or the local language is an advantage.
- Working level knowledge of written and spoken Arabic.
- Proficiency in MS Office applications (Word, Excel, PowerPoint) and basic IT operations. Skills in image/video editing software such as Adobe Photoshop and Illustrator.
- Typing proficiency in English, Arabic.
- Strong organizational, interpersonal, and communication skills.
- Ability to maintain confidentiality, work under pressure, and meet deadlines.

Additional Requirements:

- **Residence Status:** Must hold valid Kuwaiti residency (transferable).
- **Age Criteria:** Between 25 and 40 years of age.
- **Experience:** Minimum of 2 years of prior experience in administrative or clerical roles (preferably in an Embassy, Consulate, or international organization).
- **Emoluments:** Starting Salary: **KD 500/- + COLA (14.5%)**

Pay Scale: 500-15-725-22-945-28-1225

Location: Embassy of India, Kuwait

To apply: Interested candidates may fill the application form online before **03rd January 2025 (1700 hrs)** at <https://forms.gle/ozz66wcVmqucXcD77> or by scanning the QR Code:

