

**Embassy of India
Oslo**

Vacancy of Social Secretary in the Embassy of India, Oslo

The Embassy of India, Oslo invites applications from suitable candidates for the full-time permanent position of Social Secretary to the Ambassador in the Indian Embassy.

1. Job Description:

Looking for a dynamic and efficient candidate who will be able to undertake the following tasks as Social Secretary to Ambassador:

- i). Coordinate social engagements of Ambassador including liaising with diplomatic Missions in Norway, Ministries/Departments of the Norwegian government, cultural groups and social and representational activities.
- ii). Other tasks as directed.

2. Candidate fulfilling the following requirements are welcome to apply

Education Qualification:

- i) Bachelor's degree holder; Higher qualification preferable; work experience in public dealing and social outreach is highly preferred.
- ii) Computer Skills: Proficient in Microsoft office-based applications

Language Proficiency:

- Good proficiency in Norwegian language, excellent English skills

3. Monthly Salary and other benefits:

- i). Monthly Salary – **NOK 27,000/-**, with an annual increment of NOK 810/-
- ii). Annual bonus equivalent to one month's salary
- iii). The remuneration package will include statutory leave

4. Local Work Permit and Residence Visa:

The candidates should possess both Work Permit and Residence Visa.

5. Last date of application: 05th January 2024

6. Method of submitting application: E-mail or by post

Email: admn.oslo@mea.gov.in

Subject: Application for the Post of Social Secretary in the Embassy of India, Oslo
Postal Address: Head of Chancery, Embassy of India, Niels Juels Gate 30,
0272, Oslo Norway.
