



सत्यमेव जयते

**EMBASSY OF INDIA
BRUSSELS**

JOB OPPORTUNITY

The Embassy of India in Brussels is looking for:

CULTURAL ASSISTANT

Job Description : The Cultural Assistant will be expected to render assistance in the smooth functioning of the Cultural Wing including but not limited to liaising with various officers/organizations, making and attending to telephone calls, coordinating with various branches of local public offices etc. The individual should be confident and willing to assist in organizing cultural events. Strong organizational skills with the ability to plan and coordinate cultural events.

Qualification and experience:

Essential qualification:

- (i) Bachelor's degree (preferably in communication, journalism, public relation, International Relations, Translation, Linguistic, history or related fields)
- (ii) Oral and written capability in English
- (iii) Knowledge of computers – Designing, MS Word, MS PowerPoint, E-mail etc.
- (iv) Proficiency in local languages, particularly in French and/ or Dutch would be an asset.

Desirable qualification:

- (i) Ability to organized and promote Cultural Events to Enhance the Image of India.
- (ii) Photography & Multimedia skills, Media awareness, Team collaboration
- (iii) Familiarity with social media platform & digital communication tools.

Local Work Permit and Resident Visa: Only candidates having local work-permit/resident visa etc., in compliance with local rules and regulations to work in foreign diplomatic missions will be eligible for consideration.

How to apply: Please send your application in the attached proforma only (in English language only) along with required documents as mentioned in the proforma to the attention of Mr. Neeraj Kumar, Head of Chancery, Embassy of India, 217 Chaussee de Vleurgat, 1050-Brussels (by Post) or to ga.brussels@mea.gov.in (by E-mail). Only selected candidates will be called for interview.

Contract: The successful applicant will be employed for an initial period of 3 months which may be renewed further for a mutually agreeable period or he/she may be considered for regular appointment depending upon satisfactory performance.

Salary : The Embassy of India, Brussels follows Belgian salary system (CJ 200). The gross salary would be in the range of Euro 2174 -2400. depending on years of relevant prior experience. The net take home salary, however, would depend on age, size of family, contribution towards social security and tax.

Last date of receipt of applications : 18th April, 2024.

(Neeraj Kumar)
Head of Chancery

APPLICATION FORM FOR THE POST OF ATTENDANT

1. Full Name :																				
2. Mobile No. :																				
3. E-mail :																				
4. Current Residential Address :																				
5. Gender :																				
6. Age :																				
7. Nationality :																				
8. *Passport No. / Belgian Identity Card No. :																				
9. *If not the citizen of EU, Belgian Work Permit No. and its validity:																				
10. *Educational qualification (Highest) :																				
11. Proficiency in languages : Please tick the appropriate box in the table below-																				
<table border="1" style="margin-left: auto; margin-right: auto; border-collapse: collapse;"><thead><tr><th style="padding: 5px;">Language</th><th style="padding: 5px;">Not known</th><th style="padding: 5px;">Basic</th><th style="padding: 5px;">Intermediate</th><th style="padding: 5px;">Fluent</th></tr></thead><tbody><tr><td style="padding: 5px;">English</td><td style="width: 50px;"></td><td></td><td></td><td></td></tr><tr><td style="padding: 5px;">French</td><td></td><td></td><td></td><td></td></tr><tr><td style="padding: 5px;">Dutch</td><td></td><td></td><td></td><td></td></tr></tbody></table>	Language	Not known	Basic	Intermediate	Fluent	English					French					Dutch				
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French																				
Dutch																				
12. Previous employment, if any :																				
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13. Any other relevant information that candidate intends to provide:																				

***Please attach copies of following documents with this form:**

- (i) Copy of Passport/Belgian Identity Card**
- (ii) Copy of Belgian Work Permit, if not EU citizen**
- (iii) Copy of certificate of highest educational qualification**

14. I hereby certify that the information given above is correct to the best of my knowledge and belief. I am fully aware that if any information given above is found incorrect or any information is suppressed or concealed subsequently, my candidature or services will liable to be cancelled on this ground without any notice.

Date:

Place:

Signature of the candidate