

Embassy of India, Prague
Milady Horákové 60/93, Praha 7, 170 00



VACANCY

Embassy of India is seeking qualified and motivated individuals for the position of Assistant.

Position	Assistant
Residence Status	Czech citizen or any other National with a valid work permit
Description of Work and Key responsibilities	<ul style="list-style-type: none">• Assist in promoting trade and commerce between India and the Czech Republic• Support the implementation of commercial initiatives and policies• Help organize trade events, meetings, and promotional activities• Liaise with Indian and Local businesses, and correspondence as needed• Prepare reports, presentations, and correspondence as needed• Conduct Market Research and identify new trade opportunities
Minimum Qualifications	<ul style="list-style-type: none">• Education: Bachelor's Degree in Commerce, Business Administration, Economics or a related field from a recognized institution.• Language Proficiency: Excellent written and spoken command of English. Working knowledge of Czech would be an added advantage.• Minimum 2 year of experience working on business-related assignment, preference will be given to those with experience with a local government/international organization
Working Hours	<ul style="list-style-type: none">• Full time job. Monday to Friday: 9:00 AM – 5:30 PM• The candidate should be willing to work on occasional evenings and weekends.
Salary	CZK 46072/- with periodical increments (including standard deduction for Social Security and Health insurance)
How to apply	Interested candidates are requested to submit their updated CV, copies of academic qualifications to hoc.prague@mea.gov.in latest by April 25, 2025.