


<p style="text-align: center;"><b>Embassy of India, Prague</b></p> <p style="text-align: center;"><b>Milady Horákové 60/93, Praha 7, 170 00</b></p>		 <p style="text-align: center;">सत्यमेव जयते</p>
<b>VACANCY</b>		
Embassy of India is seeking qualified and motivated individuals for the position of Social Secretary.		
Position	<b>Social Secretary</b>	
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"> <li>• Coordinate Ambassador's appointments, meetings, and visitor schedules.</li> <li>• Assist in preparing talking points, briefs, and background notes for engagements.</li> <li>• Draft and respond to formal invitations and communications on behalf of the Ambassador.</li> <li>• Liaise with diplomatic missions, local authorities, and protocol offices.</li> <li>• Support the Embassy's outreach activities.</li> <li>• Media/thinktank/parliament engagement</li> <li>• Translate official documents, speeches, social media posts and correspondence.</li> <li>• Interpretation during meetings and events.</li> </ul>	
Minimum Qualifications	<ul style="list-style-type: none"> <li>• Bachelor's Degree or higher from a recognized institution.</li> <li>• Excellent written and spoken English and Czech (Native or B1)</li> <li>• Familiarity with digital event tools and social media</li> <li>• Minimum 1 year experience in a role requiring administrative, communication, networking &amp; similar skills</li> </ul>	
Working Hours	<ul style="list-style-type: none"> <li>• Full time job. Monday to Friday: 9:00 AM – 5:30 PM</li> <li>• The candidate should be willing to work on occasional evenings and weekends.</li> </ul>	
Salary	<b>CZK 40830/-</b> 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 and resident permit/ID to <a href="mailto:hoc.prague@mea.gov.in">hoc.prague@mea.gov.in</a> latest by October 10, 2025.	