

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 Social Secretary.

Position	Social Secretary
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">Coordinate Ambassador's appointments, meetings, and visitor schedules.Assist in preparing talking points, briefs, and background notes for engagements.Draft and respond to formal invitations and communications on behalf of the Ambassador.Liaise with diplomatic missions, local authorities, and protocol offices.Support the Embassy's outreach activities.Media/thinktank/parliament engagementTranslate official documents, speeches, social media posts and correspondence.Interpretation during meetings and events.
Minimum Qualifications	<ul style="list-style-type: none">Bachelor's Degree or higher from a recognized institution.Excellent written and spoken English and Czech (Native or B1)Familiarity with digital event tools and social mediaMinimum 1 year experience in a role requiring administrative, communication, networking & similar skills
Working Hours	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 40830/- 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 hoc.prague@mea.gov.in latest by January 23, 2026.