

**JOB OPPORTUNITY AT THE PERMANENT MISSION OF INDIA TO THE UNITED NATIONS**

Applications are invited for **one** post of Research Assistant and **one** post of Clerk/Typist in the Permanent Mission of India to the United Nations, New York. Requirements are as follows:

1. Age: Between 21 and 40 years
2. Educational & Professional qualifications: Graduate degree mandatory. Prior experience in the UN and/or with other multilateral organizations/ Permanent Missions preferred.
- 3a. **Skills required (Research Assistant)** : Fluent in English and Hindi (preferable). Preference for good writing skills, excellent communication, and good knowledge of computer applications (MS Office, Adobe, video editing software, web applications, etc.).
- 3b. **Skills required (Clerk/Typist)** : Fluent in English and Hindi (preferable). Preference for good writing skills, excellent communication, and good knowledge of computer applications (MS Office, web applications, etc.).
4. Applicant must be a US Citizen, Green Card holder, Permanent resident, or have a valid visa and work permit.
5. More details available at: <https://www.pminewyork.gov.in/vacancy>

Resume/ CV with copies of educational qualifications, passport, visa, and EAD may be sent by post/ e-mail/ by hand latest by December 05, 2022 to:

Head of Chancery  
Permanent Mission of India to the United Nations  
235 East, 43rd Street, New York, NY-10017  
Fax: (212)-490-9656  
E-mail: [india.newyorkpmi@mea.gov.in](mailto:india.newyorkpmi@mea.gov.in)

**Job Profile and brief description of the post of Research Assistant in the PMI, New York:**

**Pay Scale:** 3510-105-5085-153-6615-198-8595

Starting pay: US \$ 3510 per month (+ 12.5% Cost of Living Allowance)

**Duty Hours:** 0930hrs to 1800hrs (8.5 hours, including 30-minute lunch break)

**Brief job description:**

- Maintenance of official social media accounts of the Mission and content creation (quote cards, videos, statements, etc.)
- Maintenance and updating data on Mission's official website, and working on issues/ troubleshooting with the website developer
- Recording of various meetings and preparation of statements in accordance with SOPs
- Procuring high-res images/ video of India's statements from the UN Library
- Video editing (using IMOVIE, Adobe Rush, etc.) and creation of quote cards, posters, invitation cards etc. for events and reports, etc.
- In-house photography and videography of official events; hiring of professional photographers for high-level visits/ events
- Managing Mission's Studio and arranging for VTC and virtual events; coordinating with technical teams, meeting organizers, etc. to set up events
- Technical and logistical coordination of various Events (UN events, WebTV, etc.) with organizers and tech support
- Liaising with tech support, UN, and other stakeholders in connection with media, publicity and events related work
- Other media/ publicity related tasks as assigned from time to time

**Requirements:**

- Security clearance from local police/ law enforcement, and medical fitness certificate
- Good knowledge of Computers (esp. Mac OS) and software. Sound technical know-how of internet/ web applications, AV editing software, troubleshooting, as required

**Preference:**

- Availability at short notice to cover important events/ meetings
- Meeting deadlines in a timely manner and willingness to shoulder additional responsibility

**Other Entitlements:**

- 21 days paid Annual Leave and 30 days sick leave per calendar year of service, as per extant rules
- Reimbursement of monthly health insurance premium as per extant rules

**Job Profile and brief description of the post of Clerk/Typist in the PMI, New York:**

**Pay Scale:** 2886-87-4191-126-5451-164-7091

Starting pay: US \$ 2886 per month (+ 12.5% Cost of Living Allowance)

**Duty Hours:** 0930hrs to 1800hrs (8.5 hours, including 30-minute lunch break)

**Brief job description:**

- Noting and drafting of emails, official communication and internal correspondence
- Maintenance of various registers and verification of the stock
- Communicating with the outside vendors and Office of Foreign Missions (OFM) etc
- Settlement of various bills of the Mission.
- Recording of various UN meetings telecast on UN WebTV
- Proper Documentation/Filing of all the paper

**Requirements:**

- Security clearance from local police/ law enforcement, and medical fitness certificate
- Good knowledge of Computers (esp. Office/Libre Office and Google applications)  
Sound technical know-how of internet/ web applications, troubleshooting, as required

**Preference:**

- Meeting deadlines in a timely manner and willingness to shoulder additional responsibility

**Other Entitlements:**

- 21 days paid Annual Leave and 30 days sick leave per calendar year of service, as per extant rules
- Reimbursement of monthly health insurance premium as per extant rules