

Embassy of Pakistan

Paris

Admn.Gen/22

22 February 2022

VACANCIES ANNOUNCEMENT

Applications are hereby called from candidates living in France to fill up the following vacant vacancies at Embassy of Pakistan, Paris:-

- i) Local Based Assistant
- ii) Local Based Assistant

2. Desirous applicants, meeting the following criteria may submit applications to the Head of Chancery through post at this address: Head of Chancery, Embassy of Pakistan, 18 Rue Lord Byron, 75008 Paris / email (administration@pakembparis.com) by 10th March 2022.

S.No	Post	Eligibility Criteria	Number of Post
1.	Assistant	<ul style="list-style-type: none">• Minimum qualification: Bachelor's degree in Information technology or in any other field.• Applicant should be in possession of valid work resident permit to work in France.• Applicant should have 3-5 years' work experience in any multinational Organization.• Exceptional interpersonal skills and demeanor.• Proficiency in French, English and Urdu Language.• Proficiency in use of computer & IT equipment including camera, biometric device etc.• Execution of tasks as assigned by Head of Chancery and Head of Consular Section.• Age Limit: Maximum: 30 years	1

2.	Assistant	<ul style="list-style-type: none"> • Minimum qualification: Bachelor's degree in Information technology or in any other field. • Minimum speed of 10000 key depression per hour for Data Entry / Verification. • Experience of Electronic Data Processing / Computer programming. • Applicant should be in possession of valid work resident permit to work in France. • Exceptional interpersonal skills and demeanor. • Proficiency in English and Urdu Language. • Proficiency in use of computer & IT equipment including camera, biometric device and online processing / submission of applications etc. • Execution of tasks as assigned by Head of Chancery and Head of Consular Section. • Age Limit: Maximum= 25 years 	1
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2. The application should include the following documents:-

- a) CV/Resume
- b) 2 x Photographs (passport size)
- c) Copies of educational degrees / diplomas / certificates
- d) Copy of the residence / work permit
- e) Copy of Pakistani identity card

3. **The deadline for submission of application is 10th March 2022. Only shortlisted candidates will be called for interview.**
