

## Embassy of Pakistan

### Paris

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Admn.Gen/24

2 April 2024

### VACANCY ANNOUNCEMENT

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

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](mailto:administration@pakembparis.com)) by 15<sup>th</sup> April 2024.

S.No	Post	Eligibility Criteria	Number of Post
1.	<b>Assistant</b>	<ul style="list-style-type: none"><li>• Minimum qualification: Bachelor's degree in Information technology or in any other field.</li><li>• Applicant should be in possession of valid work resident permit to work in France.</li><li>• Applicant should have 3-5 years' work experience in any multinational Organization.</li><li>• Exceptional interpersonal skills and demeanor.</li><li>• Proficiency in French, English and Urdu Language.</li><li>• Proficiency in use of computer &amp; IT equipment etc.</li><li>• Execution of tasks as assigned by Head of Chancery and Head of Consular Section.</li><li>• Age Limit: Maximum: 35 years</li></ul>	1

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 15<sup>th</sup> April 2024. Only shortlisted candidates will be called for interview.**

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