

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

Applications are invited for **two** posts of Research Assistants in the Permanent Mission of India to the United Nations, New York. Requirements are as follows:

- Age: 20 years to 35 years
- Educational & Professional qualifications: Bachelors degree holder. Candidates with work experience in United Nations Missions preferred.
- Skills required : Fluent in English, any other UN language 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.).
- Applicant must either be US Citizen, Green Card holder or Permanent Resident, or hold valid visa and work permit at the time of recruitment. Proper Visa requirements/ renewal will need to be met by the applicants at their own expense.
- Job description and more details [are as below](#).
- Resume/ CV along with copies of educational qualifications, passport, and visa (if applicable) may be sent by post/ e-mail/ by hand latest by **23 July 2024** to:

Attache (Admin)

Permanent Mission of India to the United Nations

235 East, 43rd Street, New York, NY-10017

Fax: (212)-490-9656/57

**E-mail: india.newyorkpmi@mea.gov.in , admn.newyorkpmi@mea.gov.in,
ga.newyorkpmi@mea.gov.in**

**Permanent Mission of India to the UN
New York**

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

Pay Scale: US\$ 5,680.00 with 3% increment after every year.

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

Brief job description:

- Assistance in research work related to United Nations, UN entities and archival management etc.
- Knowledge of US laws as general administration, enforcement laws, taxation laws, customs laws.
- Assistance in research work on media and publicity and 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 social media editing softwares. 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

Note: Details to be submitted in attached format at **Annexure-I** with RESUME.

S.No.	Particulars	Details
1	Name:	
2	Date of Birth	
3	Place of Birth:	
4	Age as on date:	
5	Sex:	
6	Nationality:	
7	Mobile No.	
8	Email:	
9	Marital Status:	
10	If Married, Spouse's Nationality:	
11	Valid Work Permit , if yes then Validity?	
12	Residential Status (Green Card / Resident Permit / US Citizen / if on Visa, then type of VISA)	
13	Residential Address:	
14	Highest Education Qualification:	
15	Computer Knowledge (MS Office) :	
16	Typing Speed in wpm:	
17	Present Employer:	
18	Present Designation:	
19	Total Work Experience, including experience in international organization, if any.	