



Embassy of India
Santo Domingo
C. Capitán Eugenio de Marchena,
Santo Domingo 10106

JOB VACANCY

The Embassy of India in Santo Domingo invites applications for

Job Title	Receptionist/ Clerk	Admin Clerk
Job Description	<ul style="list-style-type: none">● Administrative work related to Press, Information and Culture● Protocol Duties● Media management, social media etc	<ul style="list-style-type: none">● Administrative work● Protocol Duties● Account and Establishment related work
Qualification	<ul style="list-style-type: none">● An active Dominican national within 35 years of age who is willing to work & learn without boundaries● Graduate (University Degree) and speaks English & Spanish fluently.● Graphic editing skills using appropriate software● Knowledge of social media use, publicity, monitoring trends & video editing● Tech savvy and good computer skills with applications like MS Word, Excel, Power Point etc.● Knowledge of Cultural landscape of DR.	<ul style="list-style-type: none">● An active Dominican national within 35 years of age who is willing to work & learn without boundaries● Graduate (University Degree) and speaks English & Spanish fluently.● Work experience in the job profile● Tech savvy and good computer skills with applications like MS Word, Excel, Power Point etc.

Interested candidates may send their bio-data in English to:

Head of Chancery
Embassy of India
C. Capitán Eugenio de Marchena #6,
Santo Domingo 10106
Tel: +1 829 893 4233
Email: cons.sdomingo@mea.gov.in

NOTE:- Applications should reach latest by 15th May 2026.