



**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	Consular Clerk
Job Description	● Administrative work related to Press, Information and Culture ● Protocol Duties ● Media management, social media etc	● Administrative/ Consular work ● Protocol Duties ● Account and Establishment related work
Qualification	● 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.	● 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,
Santo Domingo 10106
Tel: +1 829 893 4233
Email: cons.sdomingo@mea.gov.in

NOTE:- Applications should reach latest by 3rd August 2026.