

**India Taipei Association  
Taipei**

**Advertisement No. ITA/ 01 /2025**

**Date: 10.01.2025**

India Taipei Association is looking for suitable candidates for the following positions:

**Job Position** : **Secretary**  
**No. of vacancy** : **02 (two)**

Education qualification:

- i. MBA/ Post Graduate, preferably in subjects as Economics / International Trade / Commerce
- ii. Fluency in English and Chinese;
- iii. Ability to translate from Chinese to English and vice-versa;
- iv. Computer skills;
- v. Analytic capability;
- vi. 1 year work experience with a reputed organization;

Interested candidates may email their CVs with '**Application for the post of Secretary at ITA**' as subject line, along with copies of educational certificates, Identity card, experience certificate, a passport size photo etc. to **adadm.n.ita@mea.gov.in** and **ddgpol.ita@mea.gov.in** by **January 24, 2025**.

Shortlisted applicants will be called for interview & written test.

\*\*\*\*\*

## 工作職缺公告

印度-台北協會正在尋找適合以下職缺的應徵者:

職務: 秘書 2 名

薪資: 月薪新台幣五萬元

### 必要資格:

1. 具有碩士/大學學位, 最好主修經濟學/國際貿易/商業等相關科目。
2. 英語和中文流利
3. 具備中英文翻譯能力
4. 具備電腦技能
5. 具備分析能力
6. 至少 1 年國際機構的工作經驗

有意者請將個人履歷以電子郵件的方式, 寄到:[adadm.n.ita@mea.gov.in](mailto:adadm.n.ita@mea.gov.in)

及 [ddgpol.ita@mea.gov.in](mailto:ddgpol.ita@mea.gov.in) 信箱. 並附上學歷證書、身份證、經歷證明、

護照照片等資料, 並在電子郵件的主旨處請註明” **Application for**

**Secretary at ITA**”.應徵的截止日期為 **2025 年 1 月 24 日**.

入圍的申請者將會被邀請至 ITA 參加面試和筆試。