

JOB VACANCY

Name of the post	Media Coordinator
Qualifications/ Work Experience	Bachelor degree in the field of communications or media. Should be highly conversant in English language oral and written. Should have good knowledge of computer skills. Expert at targeted communications & advertising campaigns across various media platforms, as well as social media best practices. Should have at least 05 years prior work experience in media related work, preferably with an Embassy. Should have high PR skills.
Nature of work	Media arrangements and coordination, Print as well as electronic. Organizing press conferences, TV, Radio and press interviews for Ambassador and Embassy staff. Media coverage of the Mission's public events and other activities. Liaise with Media Houses, Government offices and Journalists.
Pay Scale	Starting salary is US\$ 650+ (approx.).
Age preference	25 – 40 years
Probation	The selected candidate may be kept on probation for a period of 3 months before confirmation.
Last date for application	Interested candidates may send their resume and a short note in English explaining why you consider yourself suitable for the appointment, latest by 25th October 2026, via e-mail to at:- attpol.cairo@mea.gov.in and admn.cairo@mea.gov.in. Shortlisted candidates will be contacted directly by the Embassy for the written test and interview.