

VACANCY ADVERTISEMENT

Vacancy for the post of Handyman-cum-Messenger at the Embassy of India, Riga

The Embassy of India, Riga invites applications from suitable candidates for the full-time permanent positions of Housekeeper-cum-Messenger.

The Handyman cum Messenger is responsible for maintenance and upkeep (minor electrical, plumbing and carpentry work) of the Embassy of India and its properties/residences and ensuring the timely collection and delivery of documents and items between various locations. This role combines general handyman duties with messenger responsibilities to support the smooth operation of the office.

1. Job Description

Handyman Duties: To carry out the following work at Embassy of India and properties/residences of the Embassy:

- Electrical – repair and maintenance of electrical gadgets, troubleshooting all electrical problems, repair and replacement of light fixtures and cables.
- Plumbing – carry out repairs and replacements of faucets, cistern tanks, bathroom fittings, minor repairs of plumbing system in the Embassy buildings and residences.
- Carpentry – carry out minor repairs of furniture, doors and window fittings, assembly of new furniture, all other works related to carpentry.
- HVAC system- trouble shooting of heating, ventilation and air conditioning (HVAC) system in Embassy buildings and residences.
- Any other work assigned from time to time.

Messenger Duties: Collection and Delivery

- Collection of items/documents as required within and outside the Embassy
- Delivery of items/documents as required within and outside the Embassy

2. Monthly Salary and other benefits:

- Monthly Salary: **1200 EURO /- with annual increments**
- The remuneration package will include 4 weeks annual paid leave plus Indian National Holidays

3. Local Work Permit and Residence Visa:

- Candidates should be Latvian/EU citizens or have valid work permits and resident visa in case of non-EU citizen. The Embassy does not sponsor any Work Permit/Visa. Student Visa holders may not apply.

4. Experience and other requirements:

- Previous experience in handyman and/or messenger roles preferred.
- Age criteria: 21 to 45 years
- Flexible to work beyond regular office hours
- Reliable, punctual, and trustworthy.

5. Method of submitting application:

- Documents: Cover Letter, CV with photo, copy of Passport, ID card and residence/work permit in case of non-EU citizen
- E-mail or By Post
- Email: hoc.riga@mea.gov.in and admn.riga@mea.gov.in
- Subject: **Application for the Post of Handyman-cum-Messenger**
- Postal Address: Head of Chancery, Embassy of India, Ganību Dambis 10A, Riga, Latvia, LV-1045