

Embassy of India
Doha

Embassy of India, Doha invites applications for the post of Centre Administrator (**Ladies only**).

Eligibility

- (1) Graduate Degree from a recognized University with 2 years of work experience
- (2) Good command on spoken and written in both languages (Arabic and English)
- (3) Should have knowledge of local laws and protections available to women under such laws
- (4) Proficiency in the use of Computers and Internet
- (5) Age should be between 25-40 years as on 31st January 2026.

Additional Criteria

Work experience with any social organization looking after the welfare of deprived/distressed communities.

Job description:

A Centre will be established in the Embassy to support distressed Indian women abroad. The Centre Administrator (CA) would be an overall co-ordinator and her duties will include (the list is indicative and not exhaustive):

- i. CA would interact with woman seeking help to address their grievances/distress/abuse;
- ii. She would document the case history for necessary processing;
- iii. She will be responsible for supervision of each case, taking it to logical conclusion and later following up with the aggrieved woman. She would coordinate with all stakeholders (Police Station, Hospital, Medical/legal aid, Counselling);
- iv. She would prepare periodic reports and undertake all other tasks as instructed from time to time.

Salary - QR 10,000/- per month including all allowances.

Interested candidates with valid Qatari Residence Permit may kindly fill the form on link given by 28th February 2026.

<https://forms.gle/11mTKbuATpbPsmDb7>