

**Embassy of India
Brazzaville (Republic of Congo)**

--

JOB VACANCY

Applications are invited for a post of full-time **Marketing Assistant (Commerce)** in the Embassy of India, Brazzaville (Republic of Congo):

Position:

Marketing Assistant (Commerce)

Educational Qualification and skill set:

- A University Degree or equivalent qualification preferably in Business & Marketing/accounts etc.;
- Proficiency in English and French language, communication skills, teamwork
- Good knowledge of Computer - including Microsoft Word, Excel, Power Point, etc.
- Translations and interpreting from French to English and vice-versa
- Language proficiency: French and English. both written and spoken

Additional desirable qualifications:

- Knowledge of International Trade Issues, including Intellectual Property Rights;
- Organizational skills to plan promotional events;
- In-depth knowledge and understanding of Social Media platforms, their respective participations (Facebook, Twitter, Yelp, Google, YouTube, Instagram, Pinterest etc.) and how each platform can be deployed in different scenarios.
- Ability to multitask, work under pressure and handle even increased workload on schedule
- Should be able to manage Social Media campaigns and expand Embassy outreach efforts.

Job Description:

- Handling of all trade related queries
- Maintaining database of Indian/ROC importers/exporters
- Collect, update and analyze Commerce/trade & market data for monthly and bi-monthly reports and updating briefs and Embassy website
- Monitor Indian investments / acquisitions / mergers in ROC and vice versa
- Disposal of Trade dispute cases
- Monitor internet resources for trade updates.
- Market surveys for selected products & trade promotion activities, providing trade related / sector specific inputs for visiting delegations
- Publicizing and promoting Indian trade fairs through Embassy's website and local Chambers. Activities connected with trade shows and promotional meetings
- Liaison with ROC Ministries/departments/companies for meetings as and when required
- Supporting/planning promotional events;

- Keeness to learn and willingness to work hard
- Manage Social Media campaigns and expand Embassy outreach efforts.
- Willingness to work in odd working hours and on weekends/ holidays, if required.
- Translations and interpreting from French to English and vice-versa
- Dedication and flexibility, Technical understanding and Service oriented. Analytical and structured way of working with high level of reliability and proactive approach
- Ability to multitask, work under pressure and handle even increased workload on schedule
- Protocol duties with visiting delegations
- Any other duties assigned from time to time

Age:

- Between 25-35 Years (age relaxation can be considered for deserving candidates)

Location:

- Brazzaville (Republic of Congo)

Monthly Pay:

- **US\$ 700** (to be paid in equal CFA rate as per Official Rate of Exchange fixed by Government of India every month)

Interested candidates may email applications and resumes along with all supporting documents (educational certificates/documents, National ID etc.) to:

hoc.brazzaville@mea.gov.in
admn.brazzaville@mea.gov.in

Last Date for Receipt of Application:

- **June 16, 2024**
