

Embassy of India
Addis Ababa

VACANCY NOTICE FOR THE POST OF MARKETING EXECUTIVE

Embassy of India, Addis Ababa invites applications for one post of Marketing Executive as per following details:-

| Description | Requirements/Specifications/Experience |
|----------------------------|---|
| Position | Marketing Executive (01 post) |
| Working hours | Full time job. 0900 - 1730 hrs, Monday to Friday with half an hour lunch break. The applicant should be able to perform duties after working hours/on weekends, if required. |
| Normal place of duty | Embassy of India, 224, Kebele 13/14, Woreda 07, Arada Sub-City, Near Bel Air Hotel, Aware, Addis Ababa, Ethiopia |
| Duration of contract | The initial probation period would be for 06 month; which could be extended depending upon the performance assessment by the Embassy of India, Addis Ababa. Once probation period is completed successfully, 'Contract' would be extended as per agreed terms. |
| Salary and allowances | As per pay scale and allowances prescribed by Embassy of India, Addis Ababa. |
| Nature of work | To identify potential local business partners, agents and distributors for Indian products, to prepare reports on local market opportunities/competitive environment/ market entry strategies, to gather information on local business rules and regulations, organizing B2B meetings, road shows, seminars, business roundtable etc., to assist Indian businessmen or their representatives in arranging meetings with government officials/Chambers, to assist Ethiopian businessmen/companies by providing information about business opportunities in India, to make logistics arrangements for business delegations, liaising with offices of the Government of the Federal Democratic Republic of Ethiopia and any other work assigned. |
| Educational Qualifications | The candidate must have completed Graduate degree from a recognized University (preferably in Economics, marketing, business or management). Post Graduate degree/MBA will be preferred. |
| Desirable qualification | Good IT skills. Should be Fluent in written and spoken English & Amharic. Preferably working experience of at least 2 years in marketing field. |
| Age | The candidate must not have attained the age of 35 years on 01.09.2023. |
| Other requirements | Only Ethiopian Nationals or persons having valid work permit for Ethiopia can apply. The Embassy will not sponsor any work visa. |
| Character & antecedents | Candidate should have clean personal behavioral records and he has to submit Police Clearance Certificate, if selected. |
| Submission of application | The neatly typed application in prescribed format (format enclosed) along-with copies of identity and address proof, educational/professional qualification, work experience etc should be sent by post/by hand to to Head of Chancery, Embassy of India, 224, Kebele 13/14, Woreda 07, Arada Sub-City, Near Bel Air Hotel, Aware, Addis Ababa, Ethiopia or emailed on email ids hoc.addisababa@mea.gov.in The last date of receipt of the application is 20th October, 2023, 1730 hrs (East Africa Time). |

**Application for the post of Marketing Executive
in the Embassy of India, Addis Ababa**

FORMAT FOR SUBMISSION OF APPLICATION (to be filled in English)

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| 1 | Post Applied for | : | <u>Marketing Executive at the Embassy of India, Addis Ababa</u> | Affix a recent colour passport size (3 x 4) photo |
| 2 | Full Name of the Candidate (Indicate Full Name including Family/Surname/Father's name) | : | | |
| 3 | Date of Birth (In (DD/MM/YYYY) format as per Gregorian calendar) | : | | |
| 4 | Gender (Male/Female/Others) | : | | |
| 5 | Nationality | : | | |
| 6 | Passport details (Please mention Passport no. In absence of passport, please mention Ethiopian id no. and type. Copy of passport/id should be attached.) | : | | |
| 7 | Marital status | : | | |
| 8 | Father's name and nationality | : | | |
| 9 | Mother's name and nationality | : | | |
| 10 | Spouse's name and nationality | : | | |
| 11 | Permanent address of Residence and contact details | : | | |
| 12 | Present address of | : | | |

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| | communication and contact details. Mobile No.: E-mail address: | |
| 13 | <p>Educational qualification : (prescribe in detail all the years of study indicating the place, university/institute name, marks/grade secured, without excluding any information, till date and enclose. All relevant copies of marks, graduation certificate(s) or competency certificate(s) as applicable for each details mentioned; add additional rows and columns as may be required)</p> | |
| (i) | School : | |
| (ii) | Diploma/Graduation : | |
| (iii) | Post Graduation : | |
| (iv) | Others, if any : | |
| 14 | Additional qualification : details, if any | |
| 15 | <p>Work experience : (prescribe in detail all the years of work experience indicating name of the organisation employed, period of employment, reasons for leaving the organisation, nature of work and highlight main projects of works directly involved/handled including specific achievements, if any; work experience</p> | |

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| | <p>certificates issued by previous employers shall be attached, wherever applicable; add additional rows and columns as may be required);</p> <p>Indicate from present employment till first employment without excluding any year(s) of working till date.</p> <p>Translation/Interpretation skills related experience to be highlighted.)</p> | |
| 16 | Previous employment : detail 1 | |
| 17 | Previous employment : detail 2 | |
| 18 | Previous employment : detail 3 | |
| 19 | Write about self in concise : para, not exceeding 300 words, indicating the reasons for suitability of considering yourself for the applied post. | |
| 20 | If selected mention the : minimum time required for joining the job. | |
| 21 | <p>Self Declaration:</p> <ul style="list-style-type: none"> - I hereby affirm that all the above information submitted by me in this application is true and confirm to the actual condition of my present and past records. - I hereby declare that I have submitted all the details without withholding any information. If any of the information provided by me found to be false or withheld without disclosing the actual status, I agree to be subjected for disciplinary proceedings as considered necessary by Indian Mission leading to termination from my job and suitable legal action, if any. - I hereby agree that mere submission of my application to Indian Mission for the post does not give me any right for seeking the job and the evaluation of my application for competency of the applied job is solely | |

under the discretion of Indian Mission, on which I shall have no right to contest.

- I hereby agree that Embassy of India reserves the right to appoint the suitable selected candidate at its time of choice or cancel the process of evaluation of candidates for the applied post, without assigning any reasons thereof.

Date:

Place:

(Signature of the candidate)
